



Employee BACS Details Form

In order to pay employees correctly, we require current BACS details in order for payments to reach your designated bank account.

Please complete all information in full and submit it to Central Admin or by eMail to hqadmin@indigoleisure.co.uk at least five working days before a pay date.

If you change any of the following details, it is your responsibility to inform your line manager/supervisor without delay as well as Central Admin.

Personal details

Forename(s):

Surname:

Outlet:

Job Title:

Date:

eMail Address:

Bank Account Name:

Sort Code:

Account Number:

Employee Signature _____ **Date** _____

For Office Use Only

Change Type:	Addition	Update	Deletion
Date Change Effected:			
Completed By:			