**PAYROLL DETAILS FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE DETAILS:** | | | | | | |
| First Name: |  | | | | Surname: |  |
| Commencement Date: | | |  |  | | |
| Employee No: | |  | |  | | |

**-------------------------------------------------------------------------------------------------------------------**

|  |  |
| --- | --- |
| **BANK DETAILS:** | |
| IBAN / SWIFT |  |
| Bank & Branch |  |
| Account Number |  |
| Account Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**------------------------------------------------------------------------------------------------------------------**

**HR Action:**

|  |  |  |  |
| --- | --- | --- | --- |
| Salary per year: |  | Per month: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Fixed Allowances: |  | Per month: |  |
|  |  | Per month: |  |

**------------------------------------------------------------------------------------------------------------------**

**Payroll: Actioned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**------------------------------------------------------------------------------------------------------------------**

**File:** Individual’s personal file