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# CHANGE OF PERSONAL CIRCUMSTANCES

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>

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| --- |
| **TO BE COMPLETED BY EMPLOYEE** |
| Employee Name: |
| Place of Work: |
|  |
| Employee No: |  |  |  |  |  |  |  |  |
|  |
| Reason for change (i.e. married/divorced/moved house etc): |

**Complete below as appropriate**

|  |
| --- |
| **Name / Address Change** |
| New Name: |
| Change Bank Payee Name?  | Yes | No |
| New Address: |
|  |
|  | Post Code: |
| Telephone Number: |

|  |
| --- |
| **Bank Details** |
| Bank Payee Name: |
| Bank Name: |
| Bank Address: |
|  | Post Code: |
|  |
| Account No: |  |  |  |  |  |  |  |  |  | Sort Code: |  |  | **--** |  |  | **--** |  |  |  |
|  |
| Roll No: |  |  |  |  |  |  |  |  |  |  |  |  | *(if applicable)* |
|  |

|  |  |
| --- | --- |
| Employee signature:  | Date:  |

|  |  |
| --- | --- |
| HR or Manager’s Comments | For Payroll Use Only |

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| To be returned to: HRSupport@westlothian.gov.uk  |