|  |  |
| --- | --- |
|  |  |

# 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>

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |
| --- |
| To be returned to: [HRSupport@westlothian.gov.uk](mailto:HRSupport@westlothian.gov.uk) |