Change of Bank Account

Reliance Recruitment Limited will take reasonable precautions in accordance with the Privacy Act 1993 to safeguard your personal information against loss, misuse or unauthorised use or disclosure. Personal information held by Reliance Recruitment about you can be accessed by you, and you have the right to request correction of that information, in accordance with the Privacy Act 1993.

Important:

Please take this form into your local Branch or fax it through. In order to ensure that the account is changed in time for your wages, this form must be received by Reliance Recruitment no later than 12noon on the Monday morning preceding your wages being paid.

Your Name _____

Bank Account Details

Payments can only be made to bank accounts, not credit cards or building societies. Wages will be paid directly into the account listed – no further change will be made without authorisation from me. If the number supplied is incorrect, or is changed without me notifying Reliance Recruitment, I will only be paid once Reliance has had the funds returned by the bank whose details were supplied in error. Reliance Recruitment recommends that I provide a bank deposit slip to ensure that wage are paid to the correct account but takes no responsibility for errors as a result of incorrect information being supplied by me.

Bank Name: _____ Branch: _____

Name Shown on the Account: _____

Account Number:

															0		
Bank			Branch				Account							Suffix			

Candidate Signature: _____ Date _____

Reliance Recruitment Signature: _____ Date _____

Reliance Use Only:

Signature Checked?

Change Made by: Date: