STAFF BANKING UPDATE FORM

1. STAFF DETAILS

1.1 STAFF NAME	
1.2 EMPLOYMENT ID	
1.3 COMPANY	

2. PURPOSE OF THE BANK ACCOUNT. (Select the appropriate box)

2.1 The Bank Account provided is for my *Primary Account ☐

2.2 The Bank Account provided is for my *Secondary Account ☐

*Primary Account is the main Bank Account into which, you want your salary to be paid.
*Secondary Account is an additional account, for staff who already have an existing primary account.

3. BANKING DETAILS

3.1 ACCOUNT NAME	
3.2 ACCOUNT NUMBER	
3.3 BANK	
3.4 BRANCH	
3.5 AMOUNT IN KINA VALUE TO BE CREDITED (*For Secondary Accounts only)	

Noted. *Section 3.5* applies if the account provided is a Secondary Bank Account.
Disregard this section if the Account details provided is for Primary Account.

4. DECLERATION

I declare that the Bank Details provided is accurate and authentic, according to my understanding.

Staff Signature: _____

Full Name: _____

Date: _____