

Bank & Tax Details

A Guide for Employees and Managers

Bank details are required in order to make payments directly into bank accounts of employees as well as those in receipt of other personal payments e.g. travel and subsistence.

New Employees

As part of the recruitment process, the successful candidate must provide their bank and tax details using the New Starter Details Form. Prior bank details cannot be accepted for any ex-employees, and so new bank and tax details must be provided as these may have changed. These details must be accurate and should be provided in a timely fashion as payments cannot be made to employees or other individuals until these are provided and input into the HR system.

Tax & Student Loan Details

If a new employee does not have a P45 then they can provide their tax details on the relevant section of the form rather than providing a P46. In addition, Student Loan information can also be provided, thereby providing all the required information at one time to facilitate a fast and effective means of processing accurate and appropriate payments.

Changing Bank Details

Where bank details are already held, but an employee or other individual changes their bank details, then an Employee Details form can be provided to have these details updated on the HR system. If an employee has access to 'Self Service' they can change their bank details using this facility. These details must be accurate and should be provided in a timely fashion as payments cannot be made to employees or other individuals until these are provided and input into the HR system. Employee should consider these times and deadlines when changing bank accounts.

Errors with Bank Details

If an employee provides incorrect bank details then it is extremely likely that payments will be returned and so not received by the employee. Employees should be aware that a general 'sense check' can be done on bank details being supplied to ensure they are in the correct format; however there is no facility to ensure that the bank details (e.g. bank account number) are accurate.

To correct this, an Employee Details form will be required with the correct bank details, and an emergency payment will need to be made. The latter can take several days to process and be received and so the employee may have to go some time without their salary. In addition, the process of making an emergency payment costs time and money and where this happens on more than one occasion, the employee may be required to cover this administrative cost.

We are here to help

For assistance please contact the HR Customer Service Team;
via [HR Service Desk](#) or Tel.: 01926 738444