

# Change to Personal Details

This form is used to change personal information for employees. **It is essential that these details are up to date and accurate as errors can affect salary payments, communication and HMRC related benefit payments.** If necessary you are responsible for updating your information with HMRC by telephone on 0845 3000627 or by completing an online form at <http://www.hmrc.gov.uk/report-changes/individual/index.htm>.

**CURRENT Full Name (this should be your legal name)**

**Employee OR NI Number**

**Service or Team**

**Your Employee or NI Number is required to locate your details. Your Employee No. is on your payslip.**

**Gender**

Male  Female

**What is the effective date?**  
(e.g. DD/MM/YYYY)

**The effective date is the date when the change is to be made i.e. when you move to your new home.**

**NEW Full Name (this should be your new legal name)**

**Address (full postal address including postcode)**

**Email Address(es)**

**Tel. Number(s)**

**Emergency Contact Name**

**Relationship**

**Emergency Contact Tel. Number**

Title



**Statement on how your information may be used:** We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy. We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds. Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct. If you would like further information visit our website: [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) or contact our Customer Service Centre at: Warwickshire County Council, Shire Hall, Warwick, CV34 4SA. Tel: 01926 410410.

**Bank / Building Society Name**

**Name of Account Holder(s)**

**Sort Code (e.g.123456)**

**Account Number (e.g. 12345678)**

**Building Society Roll Number**

**Authorised By (Signature)^**

**Authorised On (e.g. DD/MM/YYYY)**

^not required if form is submitted by an authorised email.