

## Notification/Change of Employee Details



EMPLOYER NAME

### EMPLOYEE DETAILS

EMPLOYEE NAME

EFFECTIVE DATE OF CHANGE

### PERSONAL DETAILS

Please provide a copy of your marriage certificate or other official document in the case of name change.

NEW NAME INC TITLE

MARITAL STATUS

Single / Married / Divorced / Widowed / Partnered / Other

NEW ADDRESS

POST CODE

EMAIL ADDRESS

### BANK DETAILS

NAME OF BANK

SORT CODE

ACCOUNT NUMBER

ACCOUNT NAME

REF NUMBER

### ADDITIONAL INFORMATION

### AUTHORISED BY

EMPLOYEE SIGNATURE

DATE

### PLEASE FORWARD TO SL ADDITIONS LIMITED

Fax: 08717 143 367  
Email: [paymatters@tandempayroll.co.uk](mailto:paymatters@tandempayroll.co.uk)  
Post: Tandem Payroll Ltd, 5 Lancing Close, Werrington, Peterborough, PE4 6QX

### FOR OFFICE USE ONLY

SIGNATURES CHECKED

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BUREAU UPDATE

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FILE UPDATED

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