

**ERL Telecoms Services Limited**

# Salary Account Change Form

Payroll and Accounts Payable Disbursements

Last Name First Name Middle

I will like to request a change in the bank account to which my salary and other receivables will be paid to.

My existing and new salary account information are as follows:

|  |  |  |
| --- | --- | --- |
|  | **Existing Salary Account** | **New Salary Account** |
| **Bank** |  |  |
| **Account Name** |  |  |
| **Account Number** |  |  |
| **Branch** |  |  |
| **Account Type (Current/ Savings)** |  |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date of Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please notify the Human Resources department immediately if you close your account(s).**