



- Bank account details will only be updated when this form has been completed in full
- All forms must be submitted from a University of Sussex email address
- Valid ID must be attached at the time of submission.
- a member of the Payroll team will perform a call back via Microsoft Teams or using the contact details provided on your HR record. Bank details will not be updated until a call back has been performed.
- Note that Bank account details will be changed in accordance with normal Payroll deadlines. forms submitted after the monthly cut-off date may not be processed until the following month.

Previous Detail:

Please change my details as follows :