

# New Starter – Payment Details

Please complete in full, using block capitals

## Personal Details

Surname: First name:

Date of Birth: Marital status:

National Insurance Number:

Address

Contact number:

Email address:

## Bank Account details

I certify that I wish my payment to be paid into the following bank account:

Bank / Building Society name:

Name on account:

Bank address:

Sort code: Account number:

## Data protection

Stevenage Borough council holds these details electronically for the sole purpose of administration of payments in relation to councillor’s payroll. This information may be shared with other council staff/officers and council departments where necessary, in respect of the running of councillors’ payroll. This information will not be made available to other organisations.

## Declaration

**I hereby certify that I have read all the information contained above and the information supplied is correct, to be the best of my knowledge, and agree to my details being held for such purposes as stated above.**

Signed: Name:

Date: