



Shetland Islands Council

Executive Manager: Jamie Manson
Director of Corporate Services: Christine Ferguson

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SALARY PAYMENT BY BANK TRANSFER

SECTION ONE EMPLOYEE NO.

I, (FULL NAME)

of (ADDRESS)

Post Code:

POST TITLE

EMPLOYING DEPARTMENT

do hereby authorise the Executive Manager of Finance Services of Shetland Islands Council to pay all sums due to me for wages, or salary, by Bank Transfer into my Bank Account.

SECTION TWO

BANK NAME

ADDRESS

Post Code:

SORT CODE

ACCOUNT NO.

BUILDING SOCIETY ACCOUNT NO.

SECTION THREE

DATE SIGNATURE

Notes on completion of this form:
i) Complete Section One in BLOCK CAPITALS.
ii) Do not forget to sign and date the form.
iii) Please submit the sort code and account details, not your bank card number.
THANK YOU FOR YOUR HELP. PLEASE RETURN THIS FORM QUICKLY TO THE ABOVE ADDRESS.