This form should be completed and signed by the employee and returned along with an MD4 form to the Master Data Team using the details at the bottom of the form.

In order to create a vendor account for an Employee we need to receive an MD4 vendor form AND either this form or preferably a copy bank statement.

**If you only provide this form we will not set up the Employee.**

|  |  |
| --- | --- |
| Name: | Payroll Number: |
| Address:  Post code: | |
| Contact Telephone Number: | |
| Job title: | |
| Department: | |
| Work Base: | |

Please provide your bank details to receive payment:

|  |  |  |  |
| --- | --- | --- | --- |
| Account Name: | | | |
| Bank or Building Society Name: | | | |
| Sort code: | Account number: | | |
| Building Society Reference:  (if applicable) | | | |
| Signature: | | Date: |

# Contact details for Exchequer Services

Email: [sap.finance@derbyshire.gov.uk](mailto:sap.finance@derbyshire.gov.uk)