



Please ensure you fill out the below details correctly and send back to the HR Department on hr@bnsgroup.co.uk or hand deliver in person. Please note it is your responsibility as part of 'Real Time Information' to update HMRC on the below information, please contact them on: 0845 300 0627 or <http://www.hmrc.gov.uk/report-changes/individual/name-address.htm>

Surname:.....First Name:.....
Employee No:.....Department:.....Site:.....

I have changed the following:

Status Please circle	Mr/Miss/Mrs/Ms/Dr/other please state
Surname	
Telephone Number	
Home address 1 st line 2 nd line City Postcode Email	
Emergency contact: Name Relationship Telephone Number Mobile Number	
Bank Details Bank Name Account holders name Sort Code Account Number Address	
Other	

I accept the above information to be correct:

Sign:.....Date:.....