

BANK DETAIL INFORMATION (compulsory)

(To be handed in at Payroll or HR Offices)

YOUR MONTHLY NETT SALARY WILL BE PAID INTO THE BANK ACCOUNT AS INDICATED BELOW

NB:

- The *entire* form must be completed in full and duly signed before it is submitted to the Payroll / Human Resources Departments
- Your Personnel/ ID/Passport No's are of the utmost importance - PLEASE DO NOT OMIT
- Verify your Account No. and Branch Code with your bank before submitting the form.
- Incorrect information can lead to your salary being paid into the incorrect account and the Payroll Department will not be held responsible for it.
- The ITS Payroll system does not make provision for payments into Credit Card Accounts, Foreign Accounts or payments into multiple accounts.

SECTION A EMPLOYEE'S DETAIL

Staff No	<input type="text"/>
Surname	<input type="text"/>
First Names	<input type="text"/>
Identity /Passport No	<input type="text"/>
Tax Reference Number	<input type="text"/>

SECTION B BANK ACCOUNT DETAILS

Type of Account	<input type="checkbox"/> Current/Cheq Acc	<input type="checkbox"/> Savings Acc	<input type="checkbox"/> Transmission Acc
Account No	<input type="text"/>		
Name of Bank	<input type="text"/>		
Branch Name	<input type="text"/>		
Branch Code	<input type="text"/>		
	<input type="checkbox"/> Own Acc	<input type="checkbox"/> Joint Acc *	<input type="checkbox"/> Third Party Acc* (*Section C)

SECTION C THIRD PARTY ACCOUNT HOLDER'S DETAILS

SHOULD BE COMPLETED AND SIGNED ONLY IF IT IS NOT YOUR OWN ACCOUNT

Account Holder's Name	<input type="text"/>
Account Holder's Relationship	<input type="text"/>
Account Holders Signature:	_____
Date:	_____ 20_____

SECTION D DECLARATION AND CONTACT DETAIL

I CERTIFY THAT THE ABOVE DETAILS ARE CORRECT:

Employee's Signature:	_____
Date:	_____ 20_____
Contact Detail:	_____ / Extention _____
E-mail Address:	_____
Processed by Payroll Dept:	_____ 20_____

Compulsory banking details

Although employees do provide banking details to SARS on their income tax return, many employees do not provide updated/valid detail which results in tax refunds not being paid to them. SARS would like to validate the bank details taxpayers provided against the IRP5/IT3(a).