

EMPLOYEE BANK DETAILS CHECKLIST

Name of Employee _____

Persal Number _____

District _____

Tick box

For existing in Service Employee

Fully completed Employee Banking Form

Certified copy of I.D. document

Declaration form signed by Principal/ Supervisor

New account-bank statement (Original bank stamp)

Old account- bank statement (original bank stamp)

Letter from the employee declaring bank change

District _____ Head Office _____

Compiler _____ Capturer _____ Approver _____ Authoriser _____

Signature _____ Signature _____ Signature _____ Signature _____

Rank _____ Rank _____ Rank _____ Rank _____

Transaction Code _____