

# Personal Details Variation Form

Please submit this form to – [HR.sharedservices@greencore.com](mailto:HR.sharedservices@greencore.com)

<b>Site/Location:</b>		<b>Payroll Number:</b>	
<b>First name (Print):</b>		<b>Surname (Print):</b>	
<b>Date:</b>		<b>Signature:</b>	

## CHANGE OF NAME

<b>Title:</b>		<b>Surname:</b>	
<b>First Name:</b>		<b>Date Effective From:</b>	
<b>Original document showing name change verified by the below colleague and attached</b>	Yes		No
(The name change cannot be processed without verified evidence)			
<b>Print</b>	<b>Signature</b>	<b>Date</b>	

## CHANGE OF ADDRESS

<b>Line 1:</b>	
<b>Line 2:</b>	
<b>Town:</b>	
<b>Post Code:</b>	
<b>Email:</b>	<b>Contact Number:</b>
<b>Date Effective From:</b>	

## CHANGE OF BANK DETAILS

<b>Account Name:</b>	<b>Sort Code:</b>
<b>Bank Name:</b>	<b>Account Number:</b>
<b>Date Effective From:</b>	

## CHANGE OF PENSION CONTRIBUTION

(current Master Trust Pension only, if you are in the AE scheme you must complete an application form instead)

<b>New Contribution Rate (%)</b>		<b>Date Effective From:</b>	
----------------------------------	--	-----------------------------	--

---

### Office Use Only

	Print	Signature	Date
<b>System changes made</b>			
<b>Payroll changes made</b>			