

# Personal Details Variation

## Form

Complete whichever section is applicable to your change. Once complete, please submit to – [HR.sharedservices@greencore.com](mailto:HR.sharedservices@greencore.com)

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

## CHANGE OF NAME

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

## CHANGE OF ADDRESS

Line 1:			
Line 2:			
Town:			
Postcode:			
Email:		Contact Number:	
Date Effective From:			

## CHANGE OF BANK DETAILS

Bank Name:		Account Number:	
Account Name Holder:			
Sort Code:		Date Effective From:	

## CHANGE OF PENSION CONTRIBUTION

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

New Contribution Rate (%):		Date Effective From:	
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## OFFICE USE ONLY

	Print	Signature	Date
System changes made			
Payroll changes made			