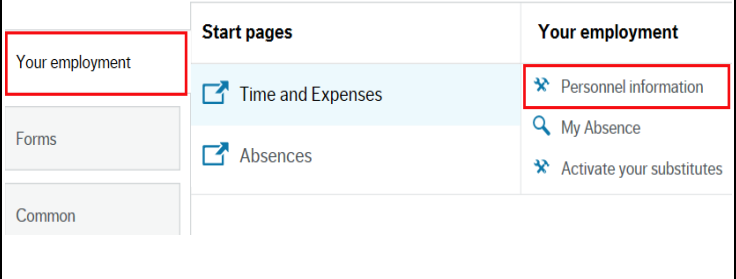
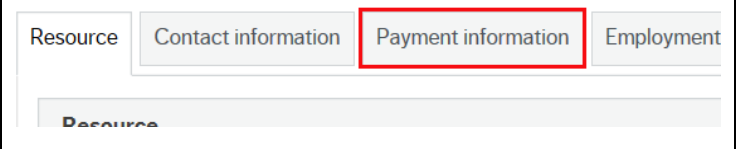
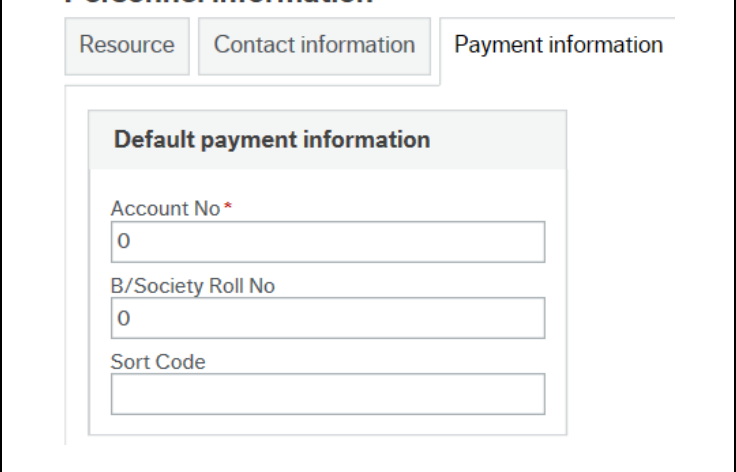

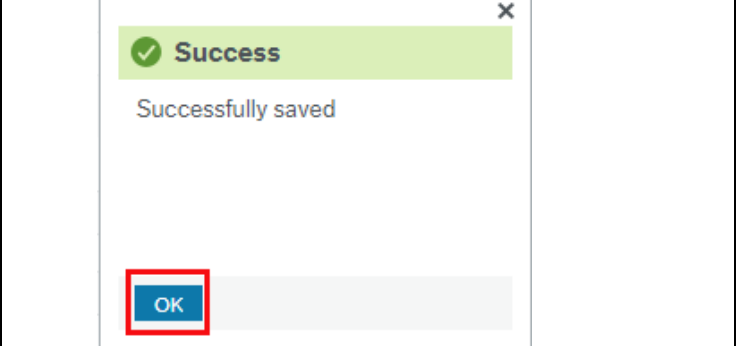


How to update bank/building society details

This guidance will allow you to change your own Bank or Building Society details in Business World.

NOTE: Changes must be made 5 working days before pay day.

1		<p>Navigate to 'Your Employment' tab then click on the 'Personnel information' button in the Start pages section.</p> <p>This will open your personnel information which has various tabs.</p>
2		<p>Click on the 'Payment information' tab to view your bank/building society details.</p>
3		<p>Enter your 8-digit Account Number into the first field OR your Building Society Roll No into the second field as appropriate.</p> <p>Enter your 6-digit Sort Code into the third field.</p> <p>NOTE: It is important that you verify that this information is correct as this</p>
4		<p>Once you have confirmed that your details are correct, select the 'Save' button at the bottom of the screen.</p>
5		<p>A pop-up window will appear to confirm your changes have been successful. Your Bank or Building Society details will now be altered accordingly.</p> <p>Select the 'OK' button to close the pop-up.</p>