**Notification/Change of employee banking details**

Recording your banking details does **not** make you a client of Danske Bank.

Provide the details of the account into which you would like your salary to be paid.

If your banking details change while you are employed by the university, please use this form to update your information.

|  |
| --- |
| **Employee** |

|  |
| --- |
| ID number [p*ersonnummer*] |
| Name |
| Telephone number (office hours, incl. area code) |

**Please pay my salary into the following account:**

|  |  |  |  |
| --- | --- | --- | --- |
| Bank | | | |
| IBAN/Account number | | | Valutakod/Currency cod (3 ps) |
| BIC/SWIFT | Bank code | Bank ID | |

|  |
| --- |
| Name and address of bank (only for payments made to banks outside the EU/EEA) |

|  |
| --- |
| Place, Date |
| Signature |
| Print name |

If Danske Bank does not receive your banking details, your salary will instead be paid in the form of a pay order sent to your home address. The pay order may cashed at your bank or via a shop/other agent.

Please submit the completed form to your salary administrator by the 8th of the month if that month’s salary is to be paid into the new account.