



University of Fort Hare
Together in Excellence

EMPLOYEE BANKING DETAILS
FORM

HRF 18

FULL NAME & SURNAME OF INDIVIDUAL			
EMPLOYEE NUMBER			
DATE OF BIRTH			
ID NUMBER			
INCOME TAX REFERENCE NO.			
<p><i>It is a statutory requirement of SARS that all individual earning income, are to be registered for tax. Salaries will be withheld until the employee indicated above provides the Payroll Department with his/her Income Tax Reference number. If the employee indicated above does not have a tax number, they need to contact the Human Resource Department for assistance to apply for a tax reference number.</i></p>			
TELEPHONE NO: WORK			
TELEPHONE NO: HOME			
CELL NUMBER			
HOME ADDRESS			
BANK DETAILS			
Name of Bank			
Name of Account Holder			
Branch Name			
Branch Code			
Account Type		SAVINGS	CHEQUE
Bank Account Number			
<p><i>I hereby authorize and empower the Payroll Department to deposit my salary in accordance with the above banking details.</i></p>			
DATE & SIGNATURE			
ACCEPTED BY HR		Date	
PROCESS BY PAYROLL		Date	