

# Sample New Employee Banking Information Form

This **new employee banking information form** is designed to securely collect essential financial details for payroll processing. It ensures accurate and timely direct deposit setup for all new hires. Completing this form helps streamline salary payments and maintain employee records efficiently.

Employee Information

Full Name:

Employee ID:

Department:

Phone Number:

Email Address:

Banking Information

Bank Name:

Bank Branch:

Account Holder Name:

Account Number:

Routing Number / IFSC / SWIFT:

☐ I confirm that the above banking information is accurate and authorize payroll deposits to this account.

Submit