給与等振込口座届出書

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | **毎月末日締切** | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | 総務部長 | | | | 総務課長 | | | | 所属部長 | | | 所属長 | |
| 総務部長　殿 | | | | | | | |  | | | |  | | | |  | | |  | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | 申請月日 | | | 令和　　　年　　　月　　　日 | | | | | | | | | | |
|  | | | | | | | 所属 | | |  | | | | | | | | | | |
|  | | | | | | | 役職 | | |  | | | | | | | | | | |
|  | | | | | | | 社員番号 | | |  | | | | | | | | | | |
|  | | | | | | | 氏名 | | |  | | | | | | | | | | ㊞ |
|  | | | | | | | | | | | | | | | | | | | | |
| 私の給与等は下記の銀行口座宛に振り込みいただきたく、届出します。 | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| 記 | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| 1.届出種別 | ①入社 | ②登録 | | | ③転居 | | | | | | ④改姓(旧姓　　　　　　) | | | | | | | | | |
| ⑤変更その他(事由　　　　　　　　　　　　　　　　　　　　　　　　　　) | | | | | | | | | | | | | | | | | | | |
| 2.振込口座 |  | 金融機関名 | | | | | | | | | 店名 | | | | | | | | | |
| フリガナ |  | | | | | | | | |  | | | | | | | | | |
| 名称 |  | | | | 銀行 | | | | |  | | | | | | | 本店 | | |
| 信用金庫 | | | | | 支店 | | |
| 金融機関コード  支店コード |  |  |  |  |  | | | | |  | |  | |  | |  | | | |
| 口座名義 | カタカナ姓 | | | | | | | | | カタカナ名 | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | |
| 口座種別 | 普通（総合） | | | | | | | | | 当座 | | | | | | | | | |
| 口座番号 |  |  |  |  |  | | |  | |  | |  | | | | | | | |
| ※ 変更届出の場合、届出日によっては次回の振込みに間に合わないことがあります。 | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| (総務使用欄) | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | 登録 | | | |  | | | 受付 | |
| 月分より変更 | | | | | | | |  | | | |  | | | |  | | |  | |