

Payroll Transfer Request Form 出糧戶口轉戶表

To transfer your payroll to Citibank, simply fill in the form below and submit to your Human Resources Department for processing.

如欲透過花旗銀行作自動轉賬出糧服務，請即填妥以下表格並交回閣下公司之人事部。

Dear HR Department,
致人事部：

I would like to set up my payroll account at Citibank with details as follow:

本人欲透過花旗銀行作自動轉賬出糧服務，詳情如下：

Name 姓名： _____ HKID No. 香港身分證號碼： _____

Staff No. 員工編號： _____ Department 部門： _____ Position 職位： _____

Contact No. 聯絡電話： Office 辦公室 _____ Mobile 手提 _____ Home 住宅 _____

Please use my Citibank account for my payroll.

請透過本人新開立之花旗銀行戶口出糧。

Bank Code 銀行編號： 250

Branch Code 分行編號： 390

Step-Up Interest Account No. 「月月增息」支票儲蓄戶口號碼* :

* The Step-Up Interest Account number has been stated on your Citibank Account Number Reminder Card. For details, please refer to the welcome pack. 「月月增息」支票儲蓄戶口號碼列印於Citibank賬戶號碼提示卡上。詳情請參閱迎新指南。

Signature 簽署： _____ Date 日期： _____

