

Payroll Transfer Request Form

出糧戶口轉戶表

To transfer your payroll to Citibank, simply fill out 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

Citibank Account No. 花旗銀行戶口號碼*： -

* To enjoy Citi At Work welcome offers, this must be your Step-Up Interest Account number with prefix of "17" as stated on your Account Number Reminder Card. For details please refer to the Citi At Work take-one in the Welcome Pack.

* 欲享Citi At Work迎新優惠，此戶口必須為您的月月增息支票儲蓄戶口，戶口號碼的字首為"17"，並列印於賬戶號碼提示卡上。詳情請參閱迎新指南內之Citi At Work單張。

Signature 簽署：_____ Date 日期：_____

