

STUDENT BANK ACCOUNT DETAILS form for BACS PAYMENTS
Please complete the form clearly and in BLOCK CAPITALS

Student Name: <input style="width: 95%; height: 25px;" type="text"/>	UCL Department <input style="width: 95%; height: 25px;" type="text"/>
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Bank Name (NatWest, HSBC, Lloyds, ...): <input style="width: 95%; height: 25px;" type="text"/>	Bank Branch: <input style="width: 95%; height: 25px;" type="text"/>
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Bank Address: <input style="width: 95%; height: 40px;" type="text"/>	Bank Sort Code <input style="width: 95%; height: 25px;" type="text"/>
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Postcode of Bank: <input style="width: 95%; height: 25px;" type="text"/>	Bank Account Number: <input style="width: 95%; height: 25px;" type="text"/>
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Is the account in your name as it is given above? yes <input style="width: 30px; height: 25px;" type="checkbox"/> no <input style="width: 30px; height: 25px;" type="checkbox"/>	If you have answered "No", please give us the name of the account or accountholder. <input style="width: 95%; height: 25px;" type="text"/>
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Notification of Payment (Both email and fax contacts MUST be provided):

Email <input style="width: 95%; height: 25px;" type="text"/>	Fax <input style="width: 95%; height: 25px;" type="text"/>
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- NOTES:**
- By completing this form the student is confirming that they wish their payments to be made to the above bank account.
 - It is the responsibility of the student to submit bank account details (or amendments to those details) to their department, no later than 4 weeks before any payment is due.

Please tick/delete below as appropriate.

<input style="width: 30px; height: 25px;" type="checkbox"/> This is a first request for bank details to be set up.	<input style="width: 30px; height: 25px;" type="checkbox"/> This is an amendment to bank details already set up.
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Recipient Signature <input style="width: 95%; height: 25px;" type="text"/>	Date <input style="width: 95%; height: 25px;" type="text"/>
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For completion by UCL Department	
Authorised By: Signature: Position:	Date: Recipient UPI No:

For completion by UCL Finance Division	
Student Set up: Bank A/C Assigned:	Student Site: Switched to BACS: