STUDENT BANK ACCOUNT DETAILS FORM for BACS PAYMENTS

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|  |  |  |
| Student Name: |  | UPI (this is on your UCL ID card) |
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|  |  |
|  |  |  |
| Bank Name: (NatWest, HSBC, Lloyds, ...) |  | Bank Branch: |
|  |  |  |
|  |  |  |
| Bank Address: |  | Bank Sort Code |
| Postcode of Bank: |  |  |
|  |  |
|  | Bank Account Number: |
|  |  |
|  |  |  |
| Is the account in your name as it is given above? |  | If you have answered “No”, please give us the name of the account or accountholder. |
| yes |  |  | no |  |  |  |  |
|  |  |  |
| **Notification of Payment:** |
| Email Address |  | Department |
|  |  |  |
|  |  |  |
| **NOTES:**1. By completing this form, the student is confirming that they wish their payments to be made to the above bank account.
2. 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.
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|  |  |  |
| **Please tick/delete below as appropriate.** |  |  |
|  |  | This is a first request for bank details to be set up. |  |  |  | This is an amendment to bank details already set up. |
|  |  |  |
| **Recipient Signature** |  | **Date** |
|  |  |  |

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| **For completion by UCL Finance Division** |
| **Student Site:** …..…....……………………..…..... **Bank A/C Assigned:** ............................................... **Details checked:** ...................................................... **Switched to BACS:** …..…...…....…………….........  |