|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Information** | | | | | | | | |  | | |
| **Important:** | | This form will be completed by the payee to provide bank information to support an expense claim, payment request or other payment where the payee does not have a record in the University of Southampton’s payment system which will enable an electronic payment.  **This form has been set up to enable you to type your information directly into the fields. If you choose to handwrite the form then please print all information in CAPITALS as claims will not be paid where the claim is not legible.** **Please ensure all details are clear as the misinterpretation of an incorrect letter or number could result in the payment being paid to an incorrect account or returned by the bank. Losses incurred due to incorrect / illegible details will be deducted from the claim amount.**  This form is only valid when attached to the expense claim form, payment request or other payment document and all other University Policies and procedures have been adhered to. Incomplete forms or forms that are not attached to the original documentation will not be processed and will result in form being returned and a delay in the payment being made. | | | | | | | | | |
|  | | | | | | | | | | | |
| **Where is your bank account held?** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | **Payment to be made to:** | | | | | **Complete sections:** | | | | | |
|  | UK Bank Account (Payment in GBP) | | | | | * Section 1 - Payee details * Section 2 – Payments to UK bank accounts | | | | | |
|  | Euro-zone Bank Account (payment In Euros) | | | | | * Section 1 - Payee details * Section 3 – Payments Euro-zone bank accounts | | | | | |
|  | Bank account outside of UK / Euro-Zone | | | | | * Section 1 - Payee details * Section 4 – Payments to other International bank accounts | | | | | |
|  | | | | | | | | | | | |
| **Section 1 - Payee details** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Name of Payee | | | |  | | | | | | Date |  |
|  | | | |  | | | | | | | |
| Address of Payee | | | |  | | | | | |  | |
|  | | | | | | | | | | | |
| Contact e-mail for queries | | | |  | | | | | |  | |
|  |  | | | | | | | | | | |
| **Section 2 - Payments to UK bank accounts** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Please complete your UK Bank account details. This will be used to make a payment by BACS | | | | | | | | | | | |
| Bank account number | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | |
| Sort Code | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | |
| **Section 3 - Payments to Euro-zone bank accounts** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Please complete your EU Bank account details. This will be used to make a payment by Euro BACS | | | | | | | | | | | |
| IBAN number | | | |  | | | | | |  | |
|  | | | |  | | | | | |  | |
| BIC / Swift Code | | | |  | | | | | |  | |
|  | | | | | | | | | | | |
| **Section 4 – Payments to other International bank accounts** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Please complete your International Bank account details. All fields marked \* are mandatory when completing this section.  Payment to an international bank can generally be made in one of the following currencies:  GBP, EUR, USD, CAD, AUD, HKD, JPY, THB, INR, CHF, MXN, NOK, JOD, PLN, ZAR, SEK, KES, MAD  For other currencies please e-mail [accpay@soton.ac.uk](mailto:accpay@soton.ac.uk) to check before completing out the form as it may not be possible to make a payment in all currencies.  If the payment requires a forwarding / corresponding bank to be used, please ensure the details for the corresponding bank are completed as well as the payee bank details. | | | | | | | | | | | |
| Currency | | \* | Payment amount in figures | | | | | \* | | | |
|  | The payment amount shown matches the documents attached in the claim / payment request | | | | | | | | | | |
| **Payee Name** | | | | | | | | | | | |
|  | | |  | | | | | | | | |
| Name of person or organisation exactly as it appears on the bank account | | | **\*** | | | | | | | | |
|  | | |  | | | | | | | | |
| **Other payee details** | | | | | | | | | | | |
|  | | |  | | | |  |  | | | |
|  | | | **Complete for payee’s bank** | | | |  | **Complete for Corresponding bank** | | | |
| Name of bank | | | **\*** | | | |  |  | | | |
|  | | |  | | | |  |  | | | |
| Address of bank | | | **\*** | | | |  |  | | | |
|  | | |  | | | |  |  | | | |
| IBAN Number / International account number | | | **\*** | | | |  |  | | | |
|  | | |  | | | |  |  | | | |
| BIC / Swift Code / International bank number | | | **\*** | | | |  |  | | | |
|  | | |  | | | |  |  | | | |
| Additional references for payments to specific countries | | | **\*** | | | |  |  | | | |
| For each country add as appropriate: | | | | | America – ABA / Routing number  Australia – BSB Number  Canada – Transit Number  Mexico - CLABE | |  |  | | | |
|  | | |  | | | |  |  | | | |
| Reference for the payee | | | \* | | | | | | | | |
|  | | |  | | | |  |  | | | |
| Special Instructions | | |  | | | | | | | | |

## **Privacy Statement**

The University of Southampton will only use the data you provide in this form to make a payment to you. Personal data you provide will not be shared with any third party for a separate purpose unless either the law requires us to do so, or you give us your consent to do so. For further information about how we safeguard personal data at the University, please view our privacy policy at <https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>, and any relevant privacy notice provided to you.