

**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.

The recipient of the payment will not be a member of staff, a student or an individual or company that has regular payments and who has already been set up with a supplier account.

**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:
<input type="checkbox"/> UK Bank Account (Payment in GBP)	<ul style="list-style-type: none"><li>Section 1 - Payee details</li><li>Section 2 - Payments to UK bank accounts</li></ul>
<input type="checkbox"/> Euro-zone Bank Account (payment In Euros)	<ul style="list-style-type: none"><li>Section 1 - Payee details</li><li>Section 3 - Payments Euro-zone bank accounts</li></ul>
<input type="checkbox"/> Bank account outside of UK / Euro-Zone	<ul style="list-style-type: none"><li>Section 1 - Payee details</li><li>Section 4 - Payments to other International bank accounts</li></ul>

**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 check with Accounts Payable on ext 23505 or 02380 593505 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

	Complete for payee's bank	Complete for Corresponding bank
Beneficiary Last / Family name and initials or Organisation / company	<input type="text"/>	
Name of bank	<input type="text"/>	<input type="text"/>
Address of bank	<input type="text"/>	<input type="text"/>
IBAN Number / International account number	<input type="text"/>	<input type="text"/>
BIC / Swift Code / International bank number	<input type="text"/>	<input type="text"/>
Additional references for payments to specific countries	<input type="text"/>	<input type="text"/>
For each country add as appropriate:	America – ABA / Routing number Australia – BSB Number Canada – Transit Number Mexico - CLABE	
Reference for the payee	<input type="text"/>	
Special Instructions	<input type="text"/>	

### 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.