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| logo | **Internal use Supplier No:** |

**BACS DETAILS REQUEST**

The University pays suppliers by BACS (Bankers Automated Clearing System). Payments will be sent direct to your nominated bank or building society account and a detailed remittance advice will be sent to you by e-mail prior to the payment date.

**Please note we no longer issue cheque payments**.

To enable us to make payment via this method, we need you to complete the following basic bank account information so that we know where payments should be sent:

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| 1. Your staff number from your staff card: |
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| --- | --- | --- |
| 2. Your full name, course, department and school |  | 1. Name & full postal address of your Bank Building Society branch |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. Branch Sort Code (from the top right hand corner of  your cheque) | | | | | | | |  | 5. Bank or Building Society account number | | | | | | | |
|  |  | - |  |  | - |  |  |  |  |  |  |  |  |  |  |  |

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| 6. Building Society role number (if applicable) |  | 7. Bank Account Name |
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| 8. E-mail address for the remittance to be sent |  |  |
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| --- | --- | --- | --- |
| Your Signature |  | Print Your Name |  |

When completed, please return this form:

|  |  |
| --- | --- |
| By e-mail to: [financesystemssupport@hud.ac.uk](mailto:financesystemssupport@hud.ac.uk) |  |

DR 20/04/2023