

**BACS (Bank Automated Clearing System) Payments for expenses**

SCONUL now makes payments directly into your bank accounts by BACS. Once your details have been logged this form will be destroyed. Please note that you may need to fill in an additional form if payments are to be made to an individual.

**Payee name**

**Account name**  
If different from above

**Telephone number of account contact**  
Please provide the number of the authorised signatory

**Email address of account contact**  
Please provide the e-mail of the authorised signatory

**Bank Sort Code**   —   —

**Account No.**

**Bank/Building Society name**

**Bank/Building Society address**

**Post code**

**Building Society ref no.**  
(if applicable)

**Receipt of remittance advice:**

Please provide your e-mail to which the remittance advice will be sent. If you do not have an email address the remittance will be posted. E-mail is SCONUL's preferred despatch option for BACS remittance advice.

**All remittance advices will be sent to these details unless an alternative is provided.**

**E-mail address:**

This form must be **signed by hand** by the authorised signatory. **Payment will be delayed if omitted.**

**Signature** **Date**

**Name in Block Capitals**

**Position in Company**

**Please return to:** **SCONUL**  
94 Euston Street  
London  
NW1 2HA  
E-mail: [accounts@scnul.ac.uk](mailto:accounts@scnul.ac.uk)  
Fax: 020 7383 3197

Company stamp\*

\*If you do not have a company stamp please attach headed paper or compliments slip.

## Guidance notes for payment by BACS (Bank Automated Clearing System)

Please note that if you are a **Company, Public Body or Charity** (or similar organisation body i.e. Third Party vendors) you are required to provide evidence of your official status on the BACS form in the same manner as a commercial vendor. Supporting evidence including company stamp, letter headed paper or compliment slip is required.

### Completing the BACS forms

The form must be fully completed before returning, ensure **that the form has been signed by an authorised signatory**.

**Payment will be delayed if the form is incomplete.**

- The original form can be sent by post to the return address, faxed or e-mailed as an electronic file.  
**Return details**  
By post: **SCONUL, 94 Euston Street, London NW1 2HA**  
By e-mail: [Kim.Hardingham@sconul.ac.uk](mailto:Kim.Hardingham@sconul.ac.uk) (Quote 'BACS details name' in e-mail subject line).  
By fax: **020 7383 3197**
- If the space for your account number or the building society reference number is too small please ask your bank or building society for advice. You must not make the boxes bigger or write more than one letter or figure in each box.

### BACS payments

- BACS payments will be made on the second and fourth Tuesday of every month.
- When we make a payment to you by BACS we will send you a separate remittance advice. The remittance advice will be e-mailed. In the unlikely event your payment does not arrive in your account within three working days of the date on the remittance advice please e-mail [accounts@sconul.ac.uk](mailto:accounts@sconul.ac.uk) so that the matter can be investigated.
- If you change your bank or building society account, please tell us right away – in advance if possible – and we will send you a new form to fill in. Otherwise your payment could be delayed.
- In the event that we are not notified of a change of bank details and the funds are paid into the old account we will not make another BACS payment until the original funds are returned to us.
- If you have any queries concerning this information or the BACS form, that have not been explained above please contact [accounts@sconul.ac.uk](mailto:accounts@sconul.ac.uk) or telephone 020 7387 0317.