

Individual accounts

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 also to be made to your institution.

Payee name

Account name

If different from above

Telephone number of account holder

Email address of account holder

Bank Sort Code

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Account No.

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Bank/Building Society name

Bank/Building Society address

Post code

Building Society ref no.
(if applicable)

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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:

The form must be **signed by hand** by the account holder. **Payment will be delayed if omitted.**

Signature

Date

Name in Block Capitals

Please return to: **SCONUL**
94 Euston Street
London
NW1 2HA
 E-mail: accounts@skonul.ac.uk
 Fax: 020 7383 3197

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

Benefits to you

- The payment goes directly into your bank account.
- You don't have to pay cheques into the bank and wait for them to 'clear'. This saves you time and means the money is available to you more quickly
- The money will be credited in your account within three working days from the date shown on the payment advice we will send you
- There is no risk of the payment made to you being lost or stolen, as there could be with a cheque.

Completing the BACS forms

The form must be fully completed before returning, ensure **that the form has been signed by the account holder.**

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 (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 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 or telephone 020 7387 0317.