**Bank Details Request Form**

If you are a student and expecting a payment from the University (Accommodation Caution Deposit for example) you will need to advise us of your bank account details. The information supplied will be stored securely as part of your student record. Please only complete the section that is relevant to the domicile of your bank account, i.e. in the UK or overseas. **Please complete section 2 or 3 – do not complete both. Do not include any debit or credit card information on this form. Complete in block capital letters.**

**Section 1: Your University Details**

|  |  |
| --- | --- |
| Student ID Number |  |
| First Name |  |
| Surname |  |
| Hall of Residence |  |
| Permanent  Address | Your permanent address as recorded on myUniHub, My Personal Details Portlet on the My Admin and Finances page, will be used for all correspondence. Please ensure that you update this information if necessary. |
| Telephone Number/e mail details | Please ensure that your telephone and e mail data is correct on myUniHub. |
| Home Campus |  |
| Programme |  |

**Section 2: Your UK Bank Account Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Enter the name of the bank, i.e. Barclays, Lloyds TSB | Bank Name |  | | | | | | | | | | | | | | | | | | | | | | |
| Enter the 6 digit Sort Code number | Sort code |  | | |  | | | **-** | | |  | | |  | | | **-** | | |  | | |  | |
| Enter the 8 digit account number | Bank Account Number |  | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| Enter the name of the bank account holder | Name of Account Holder |  | | | | | | | | | | | | | | | | | | | | | | |
| If your bank uses a roll number enter it here | Building Society Roll Number |  |  | | |  | |  |  | | |  | |  |  | | |  | |  |  | | |  |

**If you have completed section 2 go to section 4.**

**If you have not completed section 2 go to page 2**

**Bank Details Request Form**

**Reconfirm your student details.**

|  |  |  |
| --- | --- | --- |
|  | Student ID Number |  |
|  | Student Name |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 3: Your Overseas Bank Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enter the name of the bank account holder | Name of Bank Account Holder |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Your bank account number is the reference issued by your bank which identifies your account with them. | Bank Account Number |  | |  | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | | | |
| Enter the name of the bank | Bank Name |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enter the address of the bank | Bank Branch Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Overseas transfers cannot be processed if the following information is not provided. If you do not know this information or are unsure you have the correct details please contact your bank.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The IBAN code consists of letters and numbers. | IBAN Code |  |  | | |  | |  | | |  | | |  | |  | |  | |  | | |  | | |  | |  | | |  |  | |  | | |  | |  | | |  |  |  |
| The Swift/BIC code will contain 8 or 11 characters. | Swift Code or BIC number |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | | |  | | | |  | | | | |
| You bank will advise you if they require your payment to be made via a correspondent bank. | Correspondence bank |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| To be completed if your bank require any other references to be quoted | Additional Reference  (if applicable) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Section 4: Confirmation**

I confirm that the bank details provided above are correct and I understand that payments may be made to this bank account. I also understand that it is my responsibility to advise the University of changes to my bank account details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Signature:** |  | **Date:** |  |

Please return the completed form to The Student Income Team, Middlesex University, The Burroughs, Hendon, London, NW4 4BT.

**For use by Financial Services**

MISIS updated by user ID ………………………………………………..Date …………………...

MISIS Verified by user ID ………………………………………………...Date …………………..