**Bank Details Form**

**Please use your organisation’s letter-head above**

**Bank detail form** –text boxes will automatically expand as you type in the details. **Guidance notes on next page**

|  |  |
| --- | --- |
| Organisation or applicant full name |  |
| Organisation or applicant registered address |  |
| Bank account holder’s name |  |
| Bank & Branch Name |  |
| Bank Branch Address |  |
| Bank Branch Postcode |  |
| Account Number |  |
| Sort code (UK) |  |
| Swift/International BIC Code |  |
| IBAN Number |  |
| Fedwire/ABA Routing Number**(for USA banks only)** |  |
| Registered VAT number (if applicable) |  |
| Company registration number (if applicable) |  |
| The British Council will pay in **GBP** |
| Confirm the account specified will accept payments in the currency above | [ ]  confirmed  |
| **Routing Bank Information:** If the payment requires to be redirected via a routing bank please provide the routing information below. The following information must be provided if the IBAN / SWIFT numbers do not correspond with your bank account number and sort code details.  |
| Routing bank & branch name  |  |
| Routing Account number:  |  |
| Routing Bank & Branch Code / Sort code (UK) |  |
| Routing IBAN Number  |  |
| Routing Swift/International BIC Code  |  |
| Other routing code |  |

**Financial sanctions**

I warrant that the individual or organisation above is not subject to any financial sanctions which would prohibit receipt of funds from the British Council; is not connected to any such person; and will not transfer funds received from the British Council to any such person.

**Your details**

I confirm that the details provided above are full and accurate. Missing or incorrect information may result in attempted payments made by the British Council being returned from your bank as unsuccessful. The British Council will accept no responsibility for any delays or loss that occurs as a result.

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Position |  |
| Signature |  | Date |  |

**Person to contact for payment queries and notification of payment**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Position |  |
| Email address |  | Tel. no |  |

Please ensure that you provide accurate information especially for payment made in other currency than GBP. Missing or incorrect information may result in attempted payments made by the British Council being returned from your bank as unsuccessful. The British Council will accept no responsibility for any delays or loss that occurs as a result.

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| --- | --- |
|  | **Bank Details Help Guide** |
| To enable us to make payment to you, you must be set up on our SAP system, for which we need your full bank details. You will be assigned a unique vendor number on the SAP system, which should be quoted on all invoices/payment queries. Please complete this form electronically. Either paste the completed form onto your electronic letterhead and e-mail in a PDF format to your contact at the British Council or print it out on your own letterhead and return the form. We recommend that you keep a copy of this form for your own records. **If you do not have letterhead, please sign below as authorisation that the information you have given is correct and return to British Council. Should the bank details change, please notify your British Council contact immediately.** |

|  |  |
| --- | --- |
| Organisation or Applicant full name | Your full name or your organisations full name |
| Organisation or Applicant registered address | The address your organisation is registered in. Do not need to fill in if form is on a letterhead. |
| Account holder’s name | The name the bank account is registered in |
| Bank & Branch Name | The name and branch of your bank |
| Bank Branch Address | The address of the branch holding your account. |
| Bank Branch Postcode | Branch Postcode |
| Account Number | For the UK this consists of 8 numbers but the number can vary if the account is held in other countries. |
| Sort code (UK) | UK accounts |
| Swift/International BIC Code | Please provide a bank and branch specific Swift code.  |
| IBAN Number | Required for banks in [IBAN countries](http://www.swift.com/dsp/resources/documents/IBAN_Registry.pdf) |
| Fedwire/ABA Routing Number**(for USA banks only)** | Only required for USA banks |
| Registered VAT number | Your organisation’s registered VAT number |
| Company registration number (if applicable) | Your organisation’s company’s house registration number |
| The British Council will pay in | The currency the British Council agreed to make payments to you. This should be specified in our contract with you.  |
| If the payment requires to be redirected via a routing bank please provide the routing information below. The following information must be provided if the IBAN / SWIFT numbers do not correspond with your bank account number and sort code details.  |
| Routing Bank & branch name  | The name of the bank and branch the payment is routed through. This will be different to the bank you hold your account. |
| Routing Account number:  | This is usually different from your account number. For the UK this consists of 8 numbers but the number can vary if the account is held in other countries. |
| Routing Bank & Branch Code / Sort code (UK) | This is usually different from your local bank and branch identifier code, (this would be the *sort code* in the UK). |
| Routing IBAN Number  | Required for IBAN countries (see above) |
| Routing Swift/International BIC Code / ABA Routing Number | Routing bank and branch specific Swift code. Some banks in the USA do not have a Swift code. In this case provide equivalent number / code. |
| Other routing code | Australia / New Zealand / South Africa |