

STAFF BANK ACCOUNT (£) form

Version 3 May 2020

Supplier ID (for AP use)	
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Notes and instructions: <https://www.york.ac.uk/staff/finance/goods-services-equipment/expenses/>

Students submit bank details online via <https://www.york.ac.uk/students/finance/bank-details/> instead of using this form.

Please complete in CAPITALS for your first claim or if your bank details have changed. . .

Name (this must match the name on the bank account exactly or payment will be rejected by your bank)	
Department	
Email address	

Bank Name and Address	
Bank account number (8 digits)	
Sort Code (6 digits)	

Signed	
Date	

Please send the completed form, together with your expenses claim form, to the department who will be checking and authorising your claim.