**Bank Account Letter Request**

Due to the number of requests we receive we are, unfortunately, unable to produce letters instantly on request. Please fill in the information below and we will issue a letter to you as soon as possible, usually within the next 4 days.

|  |  |
| --- | --- |
| FULL NAME: as it appears on your passport |  |
| DATE OF BIRTH |  |
| JOB TITLE |  |
| SALARY |  |
| LENGTH OF CONTRACT |  |
| START DATE |  |
| SCHOOL/DEPARTMENT |  |
| EMAIL ADDRESS |  |
| PHONE NUMBER |  |
| HOME ADDRESS  (for most banks this will need to be a residential address in the UK) |  |
| WORK ADDRESS |  |
| PREVIOUS HOME ADDRESS |  |
| BANK NAME & LOCATION:  Please specify location/address, preferably street name. | (e.g. Royal Bank of Scotland – Royal Mile, Bank of Scotland – Cameron Toll etc. ) |
| Do you have an appointment with the bank? If so please state when (we will do all we can to have the letter ready before your appointment). |  |
| ***PLEASE NOTE: all letters will now be emailed to you unless a hard copy is required. If you require a print out of the letter please specify which address you would like it to be sent to.*** | |

**ACADEMIC VISITORS ONLY: For job title please state ‘Academic Visitor’. For salary please state your monthly allowance and who is funding your visit.**

**Privacy Statement**

For information on how we use your data, how long we keep it for and if we share it with third parties, please refer to the following Privacy Notices:

[Privacy Notice for Staff](https://edin.ac/2KLLOGK)

[Privacy Notice for Visitor](https://www.ed.ac.uk/information-services/computing/application-development/vrs/privacy-notice-for-visitor-registration)