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| Bank Account Letter Request | |
| **Guidance** | |
| This form should be completed to request a letter from the University to support the process for opening a UK Bank Account. This form is for use by Employees and Academic Visitors.  Please complete all sections of the form and return this to your school/department administrator or line manager who will submit this on your behalf.  **All letters will be emailed to the address provided on the form.**  If you require this document in an alternative format please contact the HR Helpline by email at [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk).  **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) and[Privacy Notice for Visitor](https://www.ed.ac.uk/information-services/computing/application-development/vrs/privacy-notice-for-visitor-registration) | |
| **Section 1: Employee/Academic Visitor Details** | |
| Full Name  (as it appears on your passport) |  |
| Employee Number (if applicable) |  |
| Date of Birth (dd/mm/yyyy) |  |
| Job Title  (Please use ‘Academic Visitor’ if this applies) |  |
| Annual Salary |  |
| Monthly Allowance (Academic Visitors Only) |  |
| Funded by (Academic Visitors Only) |  |
| Start date (dd/mm/yyyy) |  |
| Projected End Date (if fixed term contract) |  |
| School/Department |  |
| Email Address |  |
| Home Address  (for most banks this will need to be a residential address in the UK) | Address line 1:  Address line 2:  Address line 3:  Address line 4:  Postcode: |
| Work Address | Address line 1:  Address line 2:  Address line 3:  Address line 4:  Postcode: |
| Previous Home Address (if applicable) | Address line 1:  Address line 2:  Address line 3:  Address line 4:  Postcode: |
| Name of bank you wish to open an account with  (e.g. Royal Bank of Scotland, Bank of Scotland, Lloyds TSB, HSBC, Santander). |  |
| Address of Bank Branch | Address line 1:  Address line 2:  Address line 3:  Address line 4:  Postcode: |
| **Section 2: School/Department Authorisation**  Please check that the information supplied is accurate before submitting this form. | |
| Submitted By |  |
| Job Title |  |
| Date (dd/mm/yyyy) |  |
| **Please submit the form through People and Money by raising a service request using the category Resourcing and the title Bank Account Letter Request.** | |