

# BANK TRANSFER INSTRUCTIONS FORM

Due to the nature of individual handwriting and the need for absolute accuracy, please enter information electronically

Information Requested	Type Information in Boxes Below	Notes for Timely Bank Transfer
Student ID and/or Supplier No:		
Name of Student		
Student's Faculty		
<b>Payer's Bank Address Information</b>		
Payer's Bank Name:		
Bank Street Address:		
City:		
County/State:		
Post/Zip code:		
Country:		
<b>Payer's Bank Account Information if UK Bank/Building Society Account</b>		Complete <b>EITHER UK or Overseas</b> section, not both
Enter UK Bank Sort Code		UK sort codes are 6 digits long
Enter UK Bank Account Number		UK account numbers are 8 digits long
If UK Building Society Account; Enter Roll Number		For Building Society accounts, we require the Society sort code, account number <b>and</b> roll number
<b>Payer's Bank Account Information if OVERSEAS (non-UK) Bank Account</b>		Complete <b>EITHER UK or Overseas</b> section, not both
SWIFT/BIC Code or Wire ABA for US Banks:		Wire ABA Number should be 9 numbers SWIFT/BIC Code should be 8 or 11 characters
Bank Account Number (or quote IBAN for most European and some other countries):		Example IBAN: GB54BARC20992012345678 If unsure, please check with your bank
<b>PROVIDE ONLY IF NECESSARY - Intermediary (Correspondent) Bank Information for Overseas Bank Accounts</b>		
Bank Name:		
Bank Country:		
Name of Account Holder:		
SWIFT/BIC Code or Wire ABA for US Banks:		Wire ABA Number should be 9 numbers SWIFT/BIC Code should be 8 or 11 characters
Bank Account Number (or quote IBAN for most European and some other countries):		Example IBAN: GB54BARC20992012345678 If unsure, please check with your bank
<b>Payer's Contact Information</b>		
Payee Name (Including Title)		Please include your title e.g. Mr, Miss, Dr etc.
Street Address:		
City:		
Post/Zip code:		
Country:		
Phone Number (include country dial code):		} So we can contact you quickly in case of query
Email:		
Date (DD/MM/YYYY):		
<b>Payer's Signature:</b>		Once completed electronically, please print form and sign here to confirm these bank details are yours

Please return a signed copy electronically to [feeseng@liv.ac.uk](mailto:feeseng@liv.ac.uk)

Please note evidence of the original payment such as a bank statement is required to be provided with the bank transfer form.