The College now pays expenses direct to your bank account. This is a more secure, efficient and timely method than payment by cheque. If you would like your expense reimbursement to be paid directly into your bank account, please provide your bank account details below and return this sheet with your next expenses claim.

|  |  |
| --- | --- |
| **Name of claimant** |  |
| **Membership ID** |  |
| **Email address** |  |
| **Account name** |  |
| **Bank** |  |
| **Account number** |  |
| **Sort code** |  |

This document will be destroyed once the information has been stored electronically on our accounting system in accordance with the Data Protection rules. If you do not wish the College to use this direct payment method, your expenses will continue to be reimbursed by cheque.

Thandi Mtetwa
**Head of Finance and Operations**