The College now pays expenses direct to your bank account. This is a more secure, efficient and timely method than payment by cheque. Please provide your bank account details below and return this sheet with your expenses claim.

|  |  |
| --- | --- |
| **Name of claimant** |  |
| **Membership ID** |  |
| **Email address** |  |
| **Account name****(as per bank statement)** |  |
| **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.

Thandi Mtetwa
**Head of Finance and Operations**