THE UNIVERSITY OF SYDNEY

PAYEE DETAILS REQUEST FORM

Complete this form by typing in UPPER case only (email addresses excepted)

NOTE: One of the following supportive documentation is required to verify bank account details for any new payee creation requests:

(a) a copy of a bank statement or bank letter verifying the payee accounts details;
(b) a payee letterhead with confirmation of bank details; or
(c) a voided cheque which includes the payee's name, bank account and bank branch details.

University of Sydney Students do not need to complete this form but must update their personal and banking details in Sydney Student

Add New Payee: ☐ Amend Existing Payee: ☐ Date:

Payee Details:

Payee Name:

Payee Contact Details:

Address 1
Address 2
Address 3
City
Postcode / ZIP Code
State:
Country
Telephone (STD/IDD):
Email:

Bank Details:

Bank Name
Branch Address
Account Holder's Name

Australian Bank Details

(BSB Code - Bank-State-Branch) *(Account Number)*

International Bank Details:

Account Number
IBAN*

IBAN required for EURO payments

SWIFT / BIC Code

Routing Number/Transit Code* CNAPS Code*

9 digit Routing number/Transit Code is only required for US/Canadian Banks

CNAPS Code is required for all transfers to China

Further credit to*

Payment instructions for wire transfer via an intermediary account

Payment Currency

Terms & Conditions for EFT or Wire Transfers

1 Payments by the University of Sydney will be made by EFT or Telegraphic Transfer.
2 Changes in the above particulars are to be notified immediately to Central Accounts Payable, The University of Sydney.
3 The above-named Business agrees to repay to the University of Sydney on demand any payments credited to the Business in error. The University of Sydney reserves the right to set off the amount of any overpayment made in error against any future debt or liability owing to the University of Sydney by the Business.
4 The University of Sydney reserves the right to terminate or suspend EFT or Telegraphic Transfer payments if the bank details are incomplete or incorrect.
5 The University of Sydney standard payment term is 30 days from the invoice date.

I agree to the above conditions.

Name

Signature/Date