



## **BACS FORM FOR STUDENTS (BANKERS AUTOMATED CLEARING SYSTEM)**

BACS (bankers automated clearing system) is the automatic way by which Jesus College will pay any money that it owes you, whether this is a credit on your battels, or a student prize etc.

BACS ensures that the funds are cleared in your bank account at the earliest opportunity, and is quicker and safer than issuing cheques.

We will send you an advice notice in hard copy every time we make a payment by BACS, usually via your pigeonhole or your Jesus College email account.

### **PLEASE COMPLETE THE FOLLOWING:**

SURNAME, FIRST NAME (in capital)	
BANK SORT CODE (6 DIGITS)	
BANK ACCOUNT NUMBER (8 DIGITS)	

Your Signature	
Date	

### **PLEASE RETURN THIS FORM IN ONE OF THESE WAYS:**

1. Post it in the secure box labelled 'Battels Box' in the Lodge
2. Take it to the Accounts Office, Staircase IV, First Quad (*if the office is closed you can post it through the letterbox in the door*)

### **REMEMBER!**

If your bank account details change, you will need to update your records in the Accounts Office to ensure we can pay you if we need to! You can do this by ringing Accounts on 01865 (2)79726 or emailing [accounts@jesus.ox.ac.uk](mailto:accounts@jesus.ox.ac.uk)

### **For Accounts Office use only.**

GP input by (name)	Supplier GP Ref.	Date input	Authorised by (Signature)	Date Authorised