To enable us to make payment to you, we need to set you up as a vendor on our finance system, for which we need your **full bank details**. If possible, you should complete this form electronically, then print it out on you own letterhead. You should then sign and return the form to your British Council contact. If you don’t have your own letterhead, please sign the form to confirm that all details are correct. We recommend that you keep a copy of this form for your own records.

***Please attach the Copy of Cancelled Cheque (if applicable)***

**Vendor’s Bank Detail Form** –text boxes will automatically expand as you type in the details.

|  |  |
| --- | --- |
| **Name of Organisation or Individual** |  |
| **Bank Name** |  |
| **Bank Branch Name** |  |
| **Bank Address** |  |
| **Bank Postcode** |  |
| **Accountholder Name** |  |
| **Account Number** |  |
| **Bank Branch Code/Sort Code/Bank key/Bank number** |  |
| **Currency accepted by the account** |  |
| *Confirmation that the above receiving account accepts payment in the currency specified above.* | confirmed with bank |
|  |  |
| **Account IBAN or Swift code**  *If applicable* |  |
| **Fedwire/ABA Routing Number/IFSC Code** (*If applicable)* |  |

**Data Protection**The British Council will process your personal data to carry out payments for contracted services. This processing on the lawful basis of the performance of a contract is also necessary to comply with national commercial, tax and financial legislation. We will keep your personal information while the contractual relationship is in place or as long as established by the above-mentioned legislation.  
  
We will share your data with our banks, authorized public administrations and our headquarters in the UK. We will also share your data with our corporate service providers as Data Processors and transfer it to our Shared Services subsidiary, based outside of the European Economic Area, with the appropriate safeguards as established by the European Commission. You have the rights to access your personal data, to ask us to correct any inaccuracies or to erase your data or to ask us to stop using your data by contacting us at [igdisclosures@britishcouncil.org](mailto:igdisclosures@britishcouncil.org). If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

**Signatory details**

I confirm that the details provided above are full and accurate. Missing or incorrect information may result in attempted payments made by the British Council being returned from your bank as unsuccessful. The British Council will accept no responsibility for any delays or loss that occurs as a result.

|  |  |  |  |
| --- | --- | --- | --- |
| **Account holder’s/ Authorised signatory’s Name** |  | Position |  |
| **Signature**  *(typed signature not accepted)* |  | Date |  |

**Should the above details change, please notify us immediately.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Bank Details Help Guide** | | |
| To enable us to make payment to you, you must be set up on our SAP system, for which we need your full bank details. You will be assigned a unique vendor number on the SAP system, which should be quoted on all invoices/payment queries. Please complete this form electronically. Either paste the completed form onto your electronic letterhead and e-mail to your contact at the British Council or print it out on your own letterhead and return the form. We recommend that you keep a copy of this form for your own records. **If you do not have letterhead, please sign the form as authorisation that the information you have given is correct and return to British Council.** | | | | |
| Organisation or Applicant name | | Your name or your organisations name | |
| Bank & Branch Name | | The name and branch of your bank | |
| Bank Branch Address | | The address of the branch holding your account. | |
| Bank Branch Postcode | | Branch Postcode | |
| Accountholder Name | | The name the account is held in | |
| Account Number | | For the UK this consists of 8 numbers but the number can vary if the account is held in other countries. | |
| Bank & Branch Code / Sort code (UK) | | *Local* bank and branch identifier code, (this would be the *sort code* in the UK), | |
| Swift/International BIC Code | | Please provide a bank and branch specific Swift code. Some banks in the USA do not have a Swift code | |
| IBAN Number | | (Only required for banks in IBAN countries): Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Faeroe Islands, France, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Israel, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Mauritius, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Saudi Arabia, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Tunisia, Turkey, UK | |
| Fedwire/ABA Routing Number | | Only required for USA banks | |
| Payment currency, e.g. sterling, euros, etc. | | The currency in which you expect payment | |
| Confirm the account specified will accept payments in the currency above | | | confirmed |