Date as per postmark / email / fax

Dear Sir/Madam

**PAYMENT OF INVOICES BY INTERNATIONAL MONEY MOVER**

In order to improve our service to BCS committee members, examiners, invigilators and other volunteers (and general suppliers including Overseas Sections) in respect of paying their expenses, invoices, annual allocations etc., we are able to make payment via our bank’s foreign payment facility.

The advantages to you are as follows:

* You will receive cleared funds directly into your bank account, saving you the time and inconvenience of paying them into your bank
* The possibility of cheques or drafts being delayed or lost in the post, or being stolen is removed entirely.

To enable us to raise a payment, please complete (clearly in capital letters) and return the form overleaf as soon as possible by either email or post. Please also take this opportunity to check that we have your correct personal details (including address, email address etc.)

Yours sincerely

Senior Purchase Ledger Administrator

Tel: +44 (0)1793 417417

Email: [ap.finance@bcs.uk](mailto:ap.finance@bcs.uk)

To:-

BCS, The Chartered Institute for IT

3 Newbridge Square,

Milford Street,

Swindon,

Wiltshire,

SN1 1BY.

UNITED KINGDOM

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| **PAYMENT OF INVOICES BY INTERNATIONAL MONEY MOVER** | | |
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| **Signed:** |  | |
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| **Date:** |  | |

**Please password protect and return this form by email to** [ap.finance@bcs.uk](mailto:fp.finance@bcs.uk)