Date as per postmark / email / fax

Dear Sir/Madam

**PAYMENT OF INVOICES BY EURO 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.

Due to changes in bank rules from 1st January 2017, we are now required to quote both an IBAN number AND a SWIFT/BIC code on all payments in Euros to European bank accounts. The bank can no longer process Euro payments if this information is missing.

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

To:-

BCS, The Chartered Institute for IT

3 Newbridge Square,

Milford Street,

Swindon,

Wiltshire,

SN1 1BY.

UNITED KINGDOM

|  |
| --- |
| **PAYMENT OF INVOICES BY EURO MONEY MOVER** |
| **PL Code:**  |  | *Office use only* |
|  |
| **Name:** |  |
|  |
| **Address:** |  |
|  |
|  |  |
|  |  |
|  |  |
|  |
| **Postcode:** |  |
|  |
| **E-mail:** |  |
|  |
| **Bank Name:** |  |
|  |
| **Bank Address:** |  |
|  |  |
|  |  |
|  |
| **Account Name:** |  |
|  |
| **Account Number/IBAN:** |  |
|  |
| **SWIFT/BIC Code:** |  |
|  |
| **Payment will be made in EUROS** |
| **Signed:** |  |
|  |
| **Date:** |  |

**Please return this form to the address above or email it to** ap.finance@bcs.uk