

BANK DETAIL FORM

To enable us to make prompt payment to you, you must be set up on our finance system. For us to do this we require your bank details.

You can also send this form electronically to **transactions@snh.gov.uk** or post to the freepost address at the bottom of the form. In sending this information electronically via email to Scottish Natural Heritage (SNH) **you are accepting the risk** that it may be intercepted or copied on route to SNH by a third party, as this email is not being sent through a secure channel/process.

You are also accepting that once we have this information, we may be legally required to share the contents with the National Fraud Initiative and/or with Her Majesty's Revenue and Customs departments or associated government agents. Other organisations we share our Finance system with may be able to see some of your information (payee name and address only).

Please complete the bank detail form in BLOCK CAPITALS.

Project ID & Title:		
Your SNH contact is:		
Have you worked with SNH before?	Yes	No
Bank Detail Form		Indicate Changes (x)
Company/Payee Name (Full Name)		
Address 1		
Address 2		
Address 3		
Town / City		
Postcode (must be completed in full)		
Remittance e-mail *		
Contact Telephone (inc STD code)		
Bank Name		
Bank Address		
Name on Account		
Sort Code (6 digits)		
Account Number (8 digits)		
Company Registration Number		
Organisation Type (ie, Ltd, sole trader)		
VAT registration number		

* It would be much appreciated if a generic e-mail address could be provided if possible.

Data Protection Act 1998: Scottish Natural Heritage holds these details electronically for the sole purpose of making payment to the payee stated above. This information may be given to a third party credit checking agency only.

If the Payee details i.e. name and / or address differ from the Name and Address of the Applicant provided in the Grant Offer please confirm the Applicant details below:

Applicant Name:	
Address:	
Postcode:	

I certify that all payments due to me by Scottish Natural Heritage (SNH) can be paid by BACS into the account stated above and SNH can, if required, obtain credit information through an approved credit checking agency.

Name	
Position	
Date	

IMPORTANT - ONCE ALL FIELDS ARE FULLY COMPLETED ABOVE, CLICK THE LOCK BUTTON BELOW AND SAVE BEFORE SENDING TO US BY EMAIL. (Please note that this is irreversible).

Scottish Natural Heritage, Freepost RTJZ-XGYC-ASRG, Transaction Services, Great Glen House, Leachkin Road, Inverness, IV3 8NW Tel 01463 725150 www.snh.gov.uk	GRANT SUPPLIER ONLY
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