



BACS/CHEQUE CLAIM FORM

This form is for BACS payment or cheque payment.

Finance Use Only

Cheque no.

BACs date:

Important: Claim forms must be submitted to the Activities & Sports Zone Information Desk by 2pm Friday at the latest in order for payment to be processed the following Wednesday. Your payment may be delayed if this form is not complete, appropriately authorised and with supporting evidence attached.

Section One - Payee Details (The person/organisation being paid)	
Society/Committee Name:	In case of query contact: Name: (if different)
Payee Name: (Who is being paid)?	
Payee's Address:	Email Address:
	Telephone:
	Date of Submission:

Section Two - Payment for work done - must be signed by the person doing the work unless payment is made through the Union payroll

I understand that for HMRC purposes, I am self-employed for this work and that it is my responsibility to inform HMRC of my earnings from this source. Neither tax nor National Insurance contributions will be deducted from fees paid to me for this work. I also understand that the Students' Union does not undertake to insure me against any liability arising from my work.

Signed: Dated:

Section Three - Details of claim

Full information of claim. For example type of event, venue, date, number of people involved

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Please continue overleaf if necessary

Section Four - Payment Instructions

A. Cheque: Collection from Finance Office
Cheques will be available for collection from the Finance Office from 2pm on Wednesday. Finance is open Monday - Friday 11am - 5pm term time and 11am - 3pm vacation.

B. Cheque: Sent in post from Finance Office
If option B selected, please give us an appropriate address. We will provide an envelope:
Have you enclosed documentation in envelope to explain the cheque? Yes

C. BACs (bank transfer)
If option C selected:
Account name: Account number required: Sort code required:

For ASZ use only: Account details confirmed? Yes No U card number: Yes No

Section Five - Where the money is coming from

For Societies Cost Centre (alpha)

'A' Account - Union funding

X	A	2	3	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sub Total £

'B' Account eg Membership/Sponsorship

X	B	3	3	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sub Total £

Other

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sub Total £

For Working/Representative Committees

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Proof of cost must accompany this claim for example an invoice, letter confirming price, tax receipts. Visa/Switch receipts are not acceptable.

Grand total amount of claim £

Section Six - Authorisation

Please note that the Treasurer may not authorise his/her own claim (another society signatory must sign the claim)

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Society/Committee Treasurer's signature Union Staff authorisation Sabbatical Officer's authorisation (£100-£500)