**Internal Memorandum**

**Supplier Request for Bank Detail Changes**

|  |  |
| --- | --- |
| **BANK & CONTACT DETAILS \*\*\*\*\**Must be supported by bank details on company letterhead \*\*\****  ***Or the heading of a current bank statement*** | |
| Bank Name: | Bank Address (if foreign bank): |
| Bank Sort Code (if UK account): | Bank Account Number: |
| Bank Account Name: | |
| IBAN No.:  (mandatory for all EC country payments to be made to a foreign bank) | Swift Code/BIC:  (mandatory for ALL payments to be made to a foreign bank) |
| Bank Clearing Code/ABA (optional): | Currency code: |

* Headed Paper or Statement attached Yes / No

Details of Confirmations

|  |  |
| --- | --- |
| Number Contacted: |  |
| Individual Spoken to: |  |

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_