**Internal Memorandum**

**Supplier Request for Bank Detail Changes**

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| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_