**Insert name of forum** prefer to reimburse representatives in line with our finance policy via direct bank payments as this is the quickest and most effective method. Please complete the information below carefully and return to our office to enable us to process your reimbursement. If you would prefer to be paid by cheque, please speak to the steering group. Thank you.

|  |  |
| --- | --- |
| **Representative Name** |  |

|  |  |
| --- | --- |
| **Bank Name** |  |

|  |
| --- |
| **Bank Address**  |
|  |
|  |
|  | **Post Code** |

|  |  |
| --- | --- |
| **Account in the name of:** |  |

|  |  |
| --- | --- |
| **Sort Code** |  |
| **Account number** |  |

I authorise **insert name of forum** to make payments into the above account in line with existing policies. I will contact the steering group if I have any queries regarding the amounts deposited within 7 days. I understand all information will be stored securely in line with the forums data protection policy.

|  |  |  |
| --- | --- | --- |
| Signature |  |  |
| Date |  |  |