**International Bank Details Form (excluding Malaysia)**

This form should be used to request a change to your personal International Bank Details (excluding Malaysia).

**Personal Details**

|  |  |
| --- | --- |
| Title: Dr/ Miss/ Mr/ Mrs/ Ms/ Professor/ Reverend (delete as appropriate) | |
| Last name/Family Name (please highlight your Family name): | |
| First Name (include all other names): | |
| Contact Telephone Number: | Contact Email Address: |
| Employee Number (if known): |  |

**Bank Information**

|  |  |
| --- | --- |
| **Bank Name**: | |
| Bank Address: | |
| IBAN no:  Swift/BIC Code: | |
| Print name:  Signature: | Date: DD/MM/YY |

Please scan and return this form to [Payroll@hw.ac.uk](mailto:Payroll@hw.ac.uk) or send to Payroll Dept, Lord Balerno Building, Heriot-Watt University, Edinburgh EH14 4AS. Please return by NO LATER THAN 15th of the month to ensure your bank details are updated for the next payroll run.