



Prize Payment Form

Please scan and email to: scholarships@otago.ac.nz

or post to

Student Administration (Scholarships), St David II Building
University of Otago, PO Box 56, Dunedin 9054

Full Name:

Student ID Number:

Name of Prize(s):

Bank Authority

You will need to log into eVision and enter your New Zealand bank account details via the My Finances section of eVision. If you have not yet done this instructions are included with this form.

I hereby authorise the Scholarships Administrator of the University of Otago to pay the prize payment into my bank account.

Please **clearly print your bank account details**, as verified in eVision, in the spaces below.

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Bank

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Branch

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Customer code

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Suffix

Signed

Date

To enter your bank account details in eVision:

1. Log into eVision
2. From your My Finances container click on the **account and payment information** link.
3. Select **Review my bank details**
4. The bank account details screen will open and you will see your name is already entered into the Account name field.
5. If you need to update your Account name click into the field and type your account name.
6. To enter your bank account number click into the Account number field and start entering your bank account number as it is displayed on your bank statement or online banking.
The format for a New Zealand bank account is 12-1234-1234567-123
 - The hyphens for each section of the account number will automatically display as you enter each part of your account number.
 - If your bank account number suffix (the last section of the account number) is only displayed as 2 digits on your bank account please enter the 2 digits and eVision will automatically add the third digit in the correct place
7. Tab out of the Account number field at which point your bank account number will be validated and the Bank name and Bank location fields will now have been populated.
 - If you see an error message at the top of the screen that your bank account number is invalid please recheck your account number. eVision will only allow you to save a valid account number.
8. Click Save to save your bank account details.