



## Human Resources Division Overseas Bank Authority Form

*HR Office use only*

Personal Details																					
<b>Full Name</b>																					
<b>D.O.B (for ID purposes)</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
<b>Full Residential address</b>																					
<b>Contact phone number</b>																					
<b>Email address</b>																					

**To: Payroll Services**  
**University of Otago**

**I hereby authorise the University of Otago to pay all salary/wages due to me into my bank account:**

<b>Country</b>			
<b>Name of Bank</b>			
<b>Name of Account Holder</b>			
<b>Address of Bank</b>			
<b>Bank Contact Phone</b>		<b>Swift Code</b>	
<b>BSB Number</b>		<b>IBAN Number</b>	
<b>Sort Code</b>		<b>Account Number</b>	
<i>Please supply account number verification. This can be in the form of a deposit slip; an ATM statement showing account name and number; a bank statement; or screenshot of internet banking.</i>			
<b>Payee Tax Number</b>		<b>IFS Number</b>	
<b>Routing/ABA/Fedwire Number</b>			
<b>Bank &amp; Transit Number</b>		<b>NPS Code</b>	

<b>Signature</b>		<b>Date:</b>	
<b>Department</b>			

## Important notes

Please supply above relevant Bank Account Details as per criteria listed by the country below, e.g. If an Australian bank the following is required: Name of bank/Name of account holder/Account number/BSB number/Swift code.

KEY:

- BSB: Bank and Branch number
- IFS: Indian Financial system code
- NPS: Bank and Branch number
- ABA: Bank and Branch number

### Australia

Name of Bank  
Name of account holder  
Account number  
BSB number  
Swift code

### India

Name of Bank  
Name of account holder  
Account number  
Swift code  
IFS number  
Contact phone number

### Asia

Name of Bank  
Name of account holder  
Account number  
Swift code  
Contact phone number

### Canada

Name of Bank  
Name of account holder  
Account number  
Bank and transit numbers  
Swift code

### South Africa

Name of Bank  
Name of account holder  
Account number  
NPS Code  
Swift Code

### USA

Name of Bank  
Name of account holder  
Account number  
Routing/ABA/Fedwire number  
Swift code

### Brazil

Name of Bank  
Name of account holder  
Account number  
Swift code  
Payees Tax number  
Contact phone number

### Europe

Name of Bank  
Name of account holder  
IBAN number  
Swift code

### UK, as above, but alternatively

Name of Bank  
Name of account holder  
Account number  
Sort code