**PAYEE APPROVAL APPLICATION**

**TO BE COMPLETED FOR ALL NEW PAYEES AND FOR ANY CHANGES TO EXISTING PAYEE DETAILS. PLEASE SEND COMPLETED FORMS TO** [**payments@winchester.anglican.org**](mailto:payments@winchester.anglican.org)

A new payee / supplier Changes to an existing payee/supplier

|  |  |
| --- | --- |
| **PAYEE DETAILS** |  |
| **Payee Name** |  |
| **Payee Address** |  |
| **Email address**  **(for remittance advices)** |  |
| **Telephone number** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **PAYEE BANK DETAILS** |  |
| **Name of bank and branch** |  |
| **Sort Code** |  |
| **Account Number** |  |
| **Account Name** |  |

**For internal use only:**

**Approved by HoD ……........................................…** **Date: .........................................**