Entering Bank Details to receive payments by BACS

Before you start you will need the following information:

- Account number for your bank (this is always 8 digits).
- Sort Code (this is 6 digits, sometimes separated by hyphens, e.g. 20-08-40).
- The name your bank account is in e.g. Mr J SMITH.

With this information, follow these steps:

1. Log into your Financial Statement – [https://bristol.ac.uk/student-financial-statement](https://bristol.ac.uk/student-financial-statement) *It is highly recommended that you use the desktop version of the site.*

2. This will take your through to a page titled *Your financial statement – invoices and payments made.* Select *Manage Bank Details.*

Fees and funding

Guidance provided by the Student Funding Office, September 2021.
3. If it is your first visit, there will be no bank details to display and you will see a message titled **Review Bank Details**.

![Review Bank Details](image)

The University does not currently hold your bank account details, which means you will not be able to receive any electronic payments from us. We will also be unable to collect any tuition or accommodation payments if you have agreed to pay these by direct debit, which could result in your account becoming overdue.

4. Click on **Create**. You should be able to see three fields:
   a. Bank Sort Code
   b. Bank Account Number
   c. Bank Account Name (e.g. Mr J Smith)

![Bank Account Details](image)

Guidance provided by the Student Funding Office, September 2021.
5. Enter these details.

*Please note that **Bank account name** refers to the name of the account holder, not the name of your bank.*

6. Click **Validate**.

7. Then click **Confirm**.

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Guidance provided by the Student Funding Office, September 2021.
8. A confirmation screen should show you the details you have entered.

9. If you are happy, click **Confirm**.

*Please note that if you are changing your bank details, you can do so by using the **Review Bank Details** screen. However, you will also need to call Student Services (**+44 (0)117 428 3000**) and request that they validate your identity. Your new bank details cannot be used until this has been done.*

Guidance provided by the Student Funding Office, September 2021.