



Appendix 2

BANK DETAILS FORM - SERVICE USERS AND CARERS

<input type="checkbox"/> New Record	<input type="checkbox"/> Amend Record	<input type="checkbox"/> inpatient
-------------------------------------	---------------------------------------	------------------------------------

- Payment for involvement is made automatically using a BACS (bank automated clearing system) paid in to a named bank account nominated by you
- You will be asked to confirm payment details once only. However you will need to complete another form and let the team know of any changes to bank details
- It can take two weeks from receipt of this form for changes to take effect
- **The finance team will send an email to the email address nominated by you and confirm when a BACS payment has been processed and paid**

Payment Details: Tick the relevant box below

Involvement Payment	<input type="checkbox"/> BACS	Travel Expenses	<input type="checkbox"/> BACS
---------------------	-------------------------------	-----------------	-------------------------------

Bank/Building Society Details:

Payment will be made to the account you nominate below :

Name of account holder:	
Bank/Building Soc. Name:	
Account number:	
Sort code:	
Bank/Building Soc. Address	

Your Contact Details:

Name	
Address:	
Postcode	
*Email address:	
Phone number:	

Please sign below and send to :

West London Mental Health Trust , Accounts payable (IR), Finance Department,1 Armstrong Way, Southall, UB2 4SA. **Do not email this form**

Authorisation/Signature : I confirm that payments can be made to the bank account detailed above

Service user/carer name:	signature:	Date:

Office use: Details entered by staff

Finance staff name	signature:	Date: