

BMet Employer Incentive Setup Form

Dear Employer

Please complete **SECTION ONE** of this form and return it to ricardo.ward@bmet.ac.uk together with the evidence of bank account details, in order to be setup for payment.

Please note – A member of our Finance Team will be in contact to verify your details once you have been set up on our finance system. We will not be able to process the payment until this check is complete.

SECTION ONE

Company Details:	
Company Name:	
Address:	
Post Code:	
General Contact Number:	
Finance Contact Number:	
Purchase Order Email Address:	
Remittance Email Address:	
Company /Charity Registration Number (if applicable)	
VAT Registration Number:	
Bank Account Details	
Bank Name:	
Payee Name:	
Bank Sort Code:	
Bank Account Number:	
	Please provide evidence of the above Bank details in any of the following formats: Company details on Company Letter-headed paper, a void cheque, the top of a bank statement. This is required to validate the details quoted on the form.
Declaration	
Form Completed By:	
Position in Company:	
Date:	

FINANCE USE ONLY

SECTION TWO

Check Employer does not already exist:	
Have all questions been answered and evidence of bank account details been provided.	
Staffing – names, roles and qualifications as appropriate to the contract:	

Approved/Rejected:	
Finance Signature:	
Date:	

READ ONLY