**PERSONAL ACCOUNT FORM**

# To be completed by all individuals before travelling on a BAS vessel or visiting a BAS research station.

**Please fill in this form (signed and dated) and return to Coreen Grant (****corgrant@bas.ac.uk** **) no later than four weeks before your departure.**

**All queries relating to Personal Accounts should be directed to:**

Abby Lawrence, Trainee Accountant Tel: 01223 221641 Email: paccounts@bas.ac.uk

BAS undertakes to maintain a full record of your account showing all expenditure and payments, supported by sufficient explanation of each movement.

Please tick **one** box only:

* AEP Staff □ BASMU Staff □ External Visitor □ Contractor □ Mariner □ BAS/NERC Employee

Title: Name: Address:

Postcode: Email address:

Contact phone number: Date of Birth:

Please ensure that you carefully read and understand the information contained in this document

* Once you have completed and returned this form, or no later than four weeks before your departure, you will be sent an email (to the address provided above) with a link to WorldPay for you to register your card details.
* These details will be used to clear personal account debt according with the following classification:
	+ AEP Staff: Personal account debt will be deducted from your salary a month in arrears. Any remaining debt after your contract has ended will be cleared using card details registered with WorldPay. You will be sent a statement before any payment is taken.
	+ External Visitors: Personal account debt will be cleared on a monthly basis using the card details registered with WorldPay. You will be sent a statement before any payment is taken.
	+ BASMU Staff: BASMU staff will have their personal account debt cleared on a monthly basis using the card details registered with WorldPay.
	+ BAS/NERC Staff: Personal Account debt will deducted from your monthly salary
* Once Personal Account statements have been sent, cards will be debited after 14 days
* Any overpayments will be refunded
* This information will be held in the strictest confidence. By signing this form, you are giving permission to BAS to charge your card with Personal Account debts as described above

# Signature: Date: