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:**_____