

CREATION / CHANGE OF STUDENT VENDOR MASTER RECORD

To: Office of Financial Services

Please ***create** a vendor master record/***amend** the bank account no. for the following NUS students:

(* delete whichever is not applicable):

Matric No. (without dashes)	Name (as in student matric card)	Bank Name (or 4 digits)	Branch Name (or 3 digits)	Account No. (without dashes)

The bank account must be maintained in Singapore.

Department should specifically advise the student to inform it of any subsequent changes in his/her bank account no. The department should then submit this Form to OFN (hardcopy and softcopy) for amendment.

Department should remind the student to update changes in his/her mailing address which should be a Singapore address) in the Student Database to ensure that the payment reaches him/her.

Certified By:

Signature / Date

Student Name:

Department: Industrial & Systems Engineering