

## Entering Bank Details to receive payments by BACS

Before you start you will need the following information:

- Account number for your bank (this is always 8 digits).
  - Sort Code (this is 6 digits, sometimes separated by hyphens, e.g. 20-08-40).
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With this information, follow these steps:

1. Log into the **MyBristol portal** – <http://mybristol.bris.ac.uk/> *\*It is highly recommended that you use the **desktop** version of the site.*



Welcome

Statistics

Help

Sign in for quick access to email, calendar, timetables, Blackboard, Library account, Student Info and much much more.

Sign in

2. Hover over the **Technology – More** tab and select **Admin** from the drop down.



A screenshot of the MyBristol website navigation bar. The navigation bar includes tabs for Home, Email, Docs &amp; Wiki, Course, Library, Students' Union, Careers, and Technology - More. The 'Technology - More' tab is active, and its dropdown menu is open, showing options: Technology, Research, Lifestyle &amp; services, News &amp; Events, Travel &amp; Maps, Admin (circled in red), and Help. Below the navigation bar, there is a 'CUSTOMISE' button and a 'Quicklinks' section with a list of links such as 'IT Service Desk (TOPdesk) self-service', 'Contact IT Services', and 'Elevated User Rights (staff/PGR)'. To the right, there are sections for 'IT Services' and 'IT Service Status'.

3. In the Fees and Funding box, select the [clicking here](#) button.



Home | Email, Docs & Wiki | Course | Library | Students' Union | Careers | Admin - More ▾

CUSTOMISE ▲

### Quicklinks

- Finance & purchasing
- Human Resources
- Trade Unions
- University structure
- Fees and Funding information
- Key University dates
- MyReview (Staff)
- Rules and Regulations for Students
- Staff Info (update your personal details)
- UniForum Professional Benchmarking Survey
- University Secretary's Office
- University of Bristol online shop

add bookmark | add folder | options

### Fees and Funding

You are able to access your financial statement and make payments to the University online by [clicking here](#).

The balance on your account is £0.00

If you have any queries regarding fees and funding, please contact [student-fees@bristol.ac.uk](mailto:student-fees@bristol.ac.uk).

### Student Info

Go to Student In

- Personal De

Guidance provided by the Student Funding Office, September 2019.

4. This will take you through to a page titled **Your financial statement – invoices and payments made**. Select **Manage Bank Details**.

## Fees and funding

### Your financial statement - invoices and payments made

The balance on your account is **£ 0.00**. **£ 0.00** is currently overdue.

*Please note there may be transactions that are still being processed that will affect your account balance*

If you have any questions please contact the Student Fees Office on 0117 9546372 or email [student-fees@bristol.ac.uk](mailto:student-fees@bristol.ac.uk)

[View your financial statement](#)

#### Payment Plans

You do not currently have any payment plans set up

[Manage Bank Details](#)

[Make an Immediate Payment](#)

[View Sponsorships/Loans](#)

**Please Note:**

5. If it is your first visit, there will be no bank details to display and you will see a message titled **Review Bank Details**.

**Review Bank Details**

The University does not currently hold your bank account details, which means you will not be able to receive any electronic payments from us.

We will also be unable to collect any tuition or accommodation payments if you have agreed to pay these by direct debit, which could result in your account becoming overdue.

**Create**      **Exit**

6. Click on **Create**. You should be able to see three fields:

- a. Bank Sort Code
- b. Bank Account Number
- c. Bank Account Name

**Bank Account Details**

Please enter your bank details and click Validate. Once you are happy then click Confirm The items marked with \* are mandatory and must be entered

**Bank sort Code\***

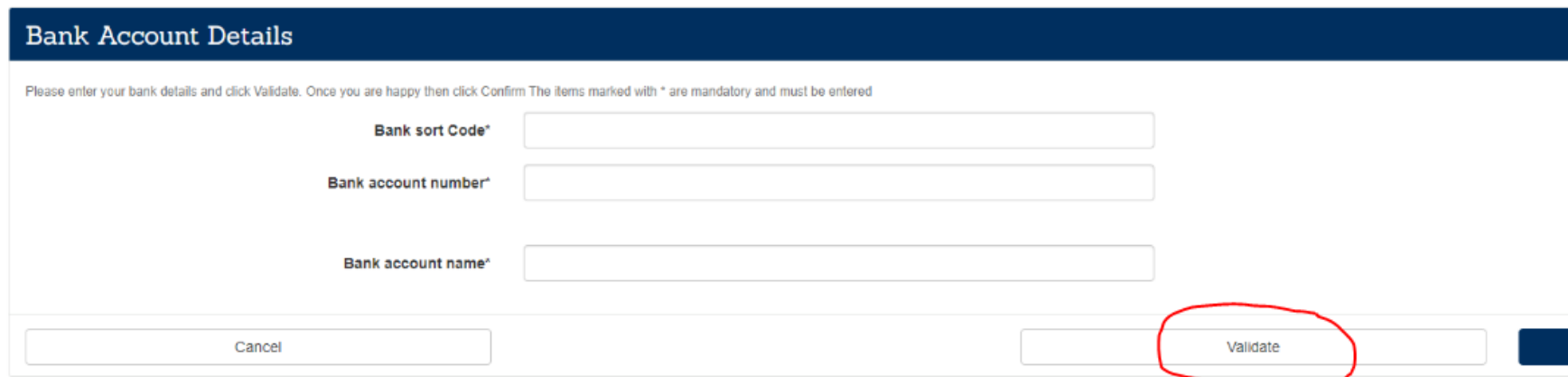
**Bank account number\***

**Bank account name\***

7. Enter these details.

\*Please note that **Bank account name** refers to the name of the account holder, not the name of your bank.\*

8. Click **Validate**.



**Bank Account Details**

Please enter your bank details and click Validate. Once you are happy then click Confirm The items marked with \* are mandatory and must be entered

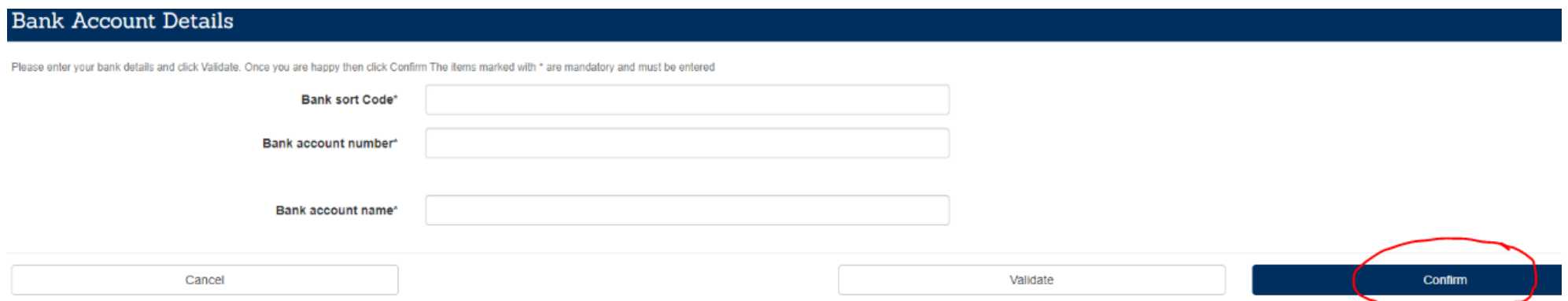
Bank sort Code\*

Bank account number\*

Bank account name\*

Cancel

9. Then click **Confirm**.



**Bank Account Details**

Please enter your bank details and click Validate. Once you are happy then click Confirm The items marked with \* are mandatory and must be entered

Bank sort Code\*

Bank account number\*

Bank account name\*

Cancel

10. A confirmation screen should show you the details you have entered.

**Confirmation Screen**

Your Bank Details

The bank details shown will be used by the University to make payments to you and, where you have set up a direct debit payment agreement, take payments from you for tuition and/or accommodation fees.  
If your details are incorrect, please amend them now. **If you need to make future amendments they will need to be approved in person, at the Income Office, to prevent fraud.**

Account Number

Sort Code

Account Name

What references can I expect to see on my bank statement?

Accommodation fee refund	UNIV BRISTOL ACCOM
Fund payments (bursaries & scholarships)	UNIV BRISTOL FUND
Miscellaneous Payments (refunds and expenses)	UNIV BRISTOL MISC
Tuition fee refund	UNIV BRISTOL TUITI

11. If you are happy, click **Confirm**.

\*Please note that if you are changing your bank details, you can do so by using the **Review Bank Details** screen. However, you will also need to **email** the Information Point ([info-point@bristol.ac.uk](mailto:info-point@bristol.ac.uk)) and request that they validate your identity. Your new bank details cannot be used until this has been done.