

# Register a **New Account** or Change Registered Details for Bank Transfer of Travel Expenses

Example Form for Staff, Students, Faculty, etc.

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Date Submitted (YY/MM/DD): \_\_\_\_/\_\_\_\_/\_\_\_\_

To Okayama University President

②

I request that Okayama University wires my travel expenses to the following bank account.

Personnel Code or Student Code	⑬									
③ Name	Okayama Taro									
④ Organization	OO Faculty Δ Δ Department / OO Faculty Δ Δ Office			Faculty	OO Faculty, OO Department					
⑤ Occupation	Professor, OO Faculty, OO Department Student (OO Research Division)									
⑥ Address	〒 _____									
⑦ Phone Number	(086 (◇◇◇) ◇◇◇◇) , Extension ◇◇◇◇									
⑧ Confirmation Email	<input type="checkbox"/> Yes					<input type="checkbox"/> No				

Bank Account (Select One)	Financial Institut	⑨ Name of Financial Institution	OO <b>Bank</b> OO <b>Main</b>									
		* Codes	Bank Code					Branch Cod				
		⑩ Type of Account	1. Regular Account 2. Savings Account									
	⑪ Account Number	1 2 3 4 5 6 7										
	⑫ Account Holder's Name	Okayama Taro										
	Japan Post Bank	Reference Number	0 1 2 3 4 - 5 6 7 8 9 0 0 0									
		* Name of Financial Institution	Japan Post Bank	Financial Code	9 9 0 0							
		* Branch Name	Branch	Branch Number								
		* Account Number										
		Account Holder's Name	Okayama Taro									

Fields with \* are not required

## For Official Use

Faculty and Office	OO Faculty OO Office	Name or Seal of Representative	Tsu Shi ma	Extension	OOOO
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## For Registered Financial Accountant

Registration Code										
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- ① Please circle either "New Account" or "Change Registered Account".
- ② Please fill out the date submitted.

- 【Contact Information, etc.】
- ③ Please fill out the name of the applicant.
  - ④⑤ Please write your faculty, department, occupation, etc.
  - ⑥ Staff, students, and faculty may leave is field blank.
  - ⑦ Please insert your phone number
  - ⑧ Please check whether you would like a Notice of Wire Transfer sent to you by mail.  
\*The applicant will NOT receive a notification if this field is left blank.

Faculty & Staff: The notice will be sent to your official university email address.  
Students: The notice will be sent to your university provided Gmail account.

- 【Bank Account Information】
- ⑨ Please write the name of the financial institute.  
Circle whether the financial institute is a "Bank", "Deposit", "Union"
  - \*Please write the Bank Code and Branch Code to the best of your knowledge.
  - ⑩ Please select the type of bank account.
  - ⑪ Fill in the bank account number from the right.
  - ⑫ Fill in the account holder's name.  
\*Please refer to the bank book to confirm there are no mistakes.  
Furthermore, the bank account must be in the name of the applicant.  
\*Foreigners are requested to submit a copy of the inside (first page) of their bank book. Providing this page with the bank holder's name and account number will help make sure that travel expenses are wired to the correct bank account.

《Each Respective Office》  
⑬ Each respective office is asked to confirm the Registered Code so as to prevent wiring the expenses to the wrong account.

·Bank information (registration code) submitted on this form and all attached forms will be used solely by the university in completing the transfer of funds and will not be shared with any third party.  
·If there are any changes to your registered information, please resubmit the bank information (registration code) form as soon as possible.