



The University of Manchester

Personal Customer Account Application

(PCA)

**This form is to be completed electronically by
new customers**

Directorate of Finance,
Master Data Office, G.026
John Owens Building,
Oxford Road, Manchester,
M13 9PL

0161 275 7160

Non-electronic forms will be returned

UOM Contact Details

Name			
Faculty		Department	
Telephone		Email	
Date			

Please note all fields are mandatory. Failure to provide any information will result in delays during account set up.

Section 1: Customer Details

Name		Date of Birth	
Joint Applicant			
Address			
Town		Postcode	
Telephone Number		Email Address	

Declaration to request a New Customer Account / Update existing Customer Account:

I/We hereby apply for a personal customer account with the University of Manchester. I/We confirm that this information is true and complete and I/We have the authority to open this account. I/We agree to be bound by University of Manchester Terms and Conditions, our standard payment terms are 30 days. Which, together with this information, form the agreement. The University of Manchester general T&C's are available from the school you are trading with.

By filling in and submitting the Customer Application form you have agreed to the declaration as it reads above.

Print Name		Date	
Print Name (Joint)		Date	

Data Protection

The University of Manchester will use the information which you supply for us to create a customer record in our Finance system. We may share your information with a third party to pursue outstanding debts. For further information on how your data is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Records Management Office, Office of the Registrar and Secretary, Room G011 John Owens Building, University of Manchester, Oxford Road, Manchester. M13 9PL or e-mail foi@manchester.ac.uk