

Royalties Department
 Cambridge University Press
 University Printing House
 Shaftesbury Road
 Cambridge
 CB2 8BS

AUTHOR/EDITOR ACR REQUEST FORM

PLEASE RETURN THE COMPLETED FORM TO ACR@CAMBRIDGE.ORG

TO BE FILLED OUT BY AUTHOR/EDITOR:

	Information about you:
Title:	
First Name:	
Middle Name:	
Surname:	
Full Legal Name:	
Email Address:	
Mailing Address:	
Postcode /Zip Code:	
UK VAT/AUS GST Registered? (if applicable)	Yes ☐ No ☐ If so, please provide the number:

Identification Details:

Please attach to this form a copy of photographic identification and a copy of proof of your current address.

Please tick the applicable document(s) that you will enclose:

- ☐ Valid Passport/Photo National ID card
- ☐ Valid Driving Licence

Plus one of the following:

- ☐ Bank Account/Credit Card Statement (*from within the last 6 months*)
- ☐ Utility Bill (*from within the last 6 months*)

+Redacted copies are acceptable.

The information collected in this Information Request Form will be processed in accordance with the EU General Data Protection Regulation (GDPR), and UK Data Protection Act 2018 and other applicable data protection and privacy laws in the jurisdictions in which *Cambridge University Press* operates. You consent to *Cambridge University Press* processing the personal data (including sensitive personal data) that it collects in this form for the purpose of carrying out its Due Diligence checks and keeping a record of that Due Diligence. You agree that the data that *Cambridge University Press* collects may be transferred to, and stored or processed at, a location outside the European Economic Area ("EEA").

Application for payment of royalties
by bank transfer – **N.B. We cannot
accept investment/savings accounts
only current/ checking account**



CAMBRIDGE
UNIVERSITY PRESS

Your full name

10 digit royalty account number

0	0	5	0	0					
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Bank account holder's name

Bank name and address

Please select your preferred currency

☐ Pound Sterling

☐ Euro

☐ US Dollar

☐ Australian Dollar

We are currently unable to issue payments in any other currency

FOR UK BANK ACCOUNTS ONLY

Sort Code

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Account Number

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FOR NON-UK BANK ACCOUNTS

Some jurisdictions request additional information such as routing numbers and branch codes, please **see reverse for additional country requirements**. Your bank will be able to confirm what information you need to provide to receive an international bank transfer.

Bank account number or IBAN

SWIFT code/BIC

(Not required for US or Australian bank accounts)

Federal ABA or routing number

(For US banks only)

Terms of agreement:

- i) I agree to have any bank charges incurred (depending on the bank) by either party deducted from the payment being made.
- ii) I have filled in the above form to the best of my knowledge and confirm that if any of the above information changes, I will notify *Cambridge University Press*.

Signed _____

Date _

Please email a scanned copy of this form to acr@cambridge.org

Additional banking information is required for the following countries

Australia

BSB Number _____

Canada

Financial institution number _____
(3 digits)

Transit number _____
(5 digits)

India

MICR or IFSC code _____

Japan

Bank code _____
(4 digits)

Branch code _____
(3 digits)

New Zealand

Bank account number _____
(16 digits)

South Africa

Branch code _____

If in doubt, your bank should be able to confirm what information you need to provide to receive an international bank transfer.

Further information

- Your royalties account number should be ten digits in length and begins with 005, this can be found on your royalty statement.
- Payment into Australian bank accounts are made from our Westpac account and are therefore not classified as international payments
- Payments into USA bank accounts are made from our JP Morgan account and are not classified as international payments
- Payments into Canadian bank accounts can be in either GBP or USD only
- Payments into Indian bank accounts can be in GBP only

Contact Details:

Please send your signed and completed form back to acr@cambridge.org.

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