

Completing the Western Union Bank Details Form

An email from education@westernunion.com will be sent to your university email address titled "Payment from University of Kent – Action Required".

The link in the email will be valid for 10 calendar days. Please ensure you complete your details within this time.

Contained in the email is a unique reference number which you can quote in case of any queries.

Click on the "Complete Payment Form" link contained in the email

Payment from University of Kent - Action required

education@westernunion.com
To [REDACTED]

Reply Reply All Forward [Share] [More]

If there are problems with how this message is displayed, click here to view it in a web browser.

WesternUnion WU

Dear [REDACTED]:

A payment from University of Kent is pending your action. Please provide your banking details in order to complete the payment. Click below and fill out the required form. Note that no username or password is needed.

COMPLETE PAYMENT FORM

University of Kent has partnered with Western Union to process a payment to your bank account.

After you complete the form, your request will be reviewed by University of Kent. Upon their approval Western Union will process the payment promptly.

If you have questions about this payment or the process, please reach out to University of Kent directly and **reference # RVGBUK400070951.**

Sincerely,
The Western Union Team

The following page will load:

WesternUnion WU English COMODO SECURE

Payment Request Payee Details

Student ID Verify Account

Name

Email

Reason for Payment

Next

University of Kent

Requesting your Payment is Easy

- 1** Request a Payment
Enter the important details needed to process your payment
- 2** Organisation Approval
Your payment request will be submitted to your organisation for approval
- 3** Receive your payment
Safely receive your funds in your desired currency

In the Student ID field enter your Student Number then click on Verify Account.

This will pull through your name, your email address and confirm the reason for payment.

Click on Next.

Enter the following details:

- Beneficiary Type – Select Individual
- Payee Name – Your name will show automatically
- Bank Country – Select the Country where your bank account is held
- Currency – Select the Currency of your bank account
- Further Credit – This is to be completed if the payment is to go to a bank account that is not held in your name.

The screenshot shows a web form titled "Payee Details" under a "Payment Request" header. The form is divided into sections. The "Payee Details" section includes four dropdown menus, each with a red box around its label: "Beneficiary Type *" (set to "Individual"), "Payee Name *" (redacted with a black box), "Bank Country *" (set to "United Kingdom"), and "Currency *" (set to "British Pound"). Below this is a section for "Further Credit". At the bottom of the form, there are two buttons: "Cancel & Start Again" and "Next".

When the above details have been entered click Next

The next page requires you to enter:

- Your address details,
- Phone Number (optional) and
- Notification Email – Please use your university email address.

Payment Request **Payee Details**

1 — Payee Details Complete ▾

— Payee Address

Street Address

City

County

Post Code

Country *
United Kingdom ▾

Phone Number

Notification Email *

Language
English ▾

Cancel & Start Again

Next

When the above details have been entered click Next

The next page requires you to enter:

- Your bank account number,
- Bank name,
- Bank address,
- SWIFT Code – This can also be known as a BIC Code
- Sort Code

These details should be available on a recent bank statement.

The screenshot displays the 'Payee Details' section of a payment form. At the top, there are two tabs: 'Payment Request' and 'Payee Details'. Below the tabs, a progress indicator shows two steps: '1 Payee Details' and '2 Payee Address', both marked as 'Complete'. The main section is titled 'Bank Account Details' and includes three search options: 'Search By IBAN', 'Search By Details', and a highlighted 'Enter Details' button. Below these are several input fields, each with a red box around its label: 'Account Number *', 'Bank Name *', 'Street Address', 'City', 'County', 'Post Code', 'SWIFT Code *', and 'Sort Code *'. At the bottom of the form, there is a 'Cancel & Start Again' button and a highlighted 'Next' button.

If your bank is outside of the United Kingdom, the form will display details relevant to the bank country. For example, if the bank country was France the form would request your IBAN number.

When the above details have been entered click on Next

You will need to review and agree to the Terms of Use and Online Privacy Statement

Once you have done this click Submit

The screenshot shows a payment request form with two tabs: 'Payment Request' and 'Payee Details'. The 'Payee Details' tab is active. Below the tabs is a progress indicator with three steps: 1. Payee Details (Complete), 2. Payee Address (Complete), and 3. Bank Account Details (Complete). Below the progress indicator is a section for 'Review and Submit'. A checkbox is checked, indicating agreement to the Terms of Use and Online Privacy Statement. Below this are two buttons: 'Cancel & Start Again' and 'Submit'.

You will then receive an on-screen confirmation that your payment request has been submitted.

This will be followed up by a confirmation email.

The screenshot shows a confirmation message with the text: 'Your payment request has been submitted to University of Kent. Thank You'. Below the message is a yellow bar with the text: 'Reference Number RVGBUK400070951'.