

To:
Tel Aviv University/ Finance Division – Payments Section
POB 39040, Ramat Aviv, Tel Aviv 6139001 / Telephone: 03-6406750

Re: Request to transfer money directly to a bank account

We the undersigned _____ Association/ ID No. _____
Address and postal code: _____ Telephone no. _____
Email: _____ Fax no. _____

1. Hereby request that any money due to us from Tel Aviv University from time to time, based on invoices that we will submit, progress payments or any other rights we have be transferred to our bank account as follows:
Account number: _____
Branch number and name: _____
Bank: _____
2. We hereby declare that any such amount that is credited to our account shall be deemed paid by the University to us on the day the bank account is credited and as if receipt is confirmed by our signature.
3. Transfer to the account as defined above constitutes payment for what is due to us, and we shall have complaint and/or demand and/or claim against the University in connection with the transfer and credit of the account as above.
4. We hereby give Tel Aviv University permission to ask the Bank for any clarification, and the Bank to give such clarifications, whether in writing or orally, regarding transfers of money and the crediting or failure to credit the account by Tel Aviv University.
5. Any investigation required due to crediting or failure to credit the account and the payment shall be done by us directly with Tel Aviv University.
6. We hereby undertake to refund to Tel Aviv University, on its first demand, amounts from our account that were deposited by the University, for any payment, in full or in part, in error or unlawfully, and we know that any delay in refunding such amount shall be subject to arrears interest from the date of receipt.
7. We know that Tel Aviv University reserves the right to make payments also by check, at its discretion, instead of transferring money to our bank account, as above.
8. This request shall be in force until terminated by written notice from us. The termination shall come into effect within 30 days of receipt of such termination notice by you.
9. We the undersigned hereby declare and undertake as follows:
 - 9.1 We are the holders of the account indicated above, and agree to the foregoing content.
 - 9.2 We undertake to notify you of any change in the names of the account holders.
 - 9.3 If we fail to report such change, and as a result money is credited to the wrong account and/or entity and/or person, we must reimburse you for such amount plus linkage and interest by law.

And therefore we have set our hands,

Date: _____ Signatories' names: _____ Signature & stamp: _____
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To
Tel Aviv University

We hereby confirm that on _____, the above signatures on this form are, according to our records, of the holders of signatory rights in account no. _____ in our branch and are authorized by our documents to debit the above account by their signature.

Bank name: _____

Branch name: _____

Branch code: _____

Account no. _____

Date: _____

Signature & stamp: _____

Instructions for completing the Request to Transfer Money Directly to a Bank Account

Authorized Traders/ Non Profit Associations/ Companies

The attached form is a request to transfer money directly to a bank account.

Please complete the form and sign it. You must also get the Bank to sign and return the form to us by mail or fax.

A delay in returning the form could cause a delay in the payment date.

Exempt traders

The attached form is a request to transfer money directly to a bank account.

Please complete the form and sign it. Ask your Bank it too, or attach a copy of a cancelled check.

A delay in returning the form could cause a delay in the payment date.

Please be sure to complete the email address so that we can notify you of any payment.

Telephone: 03-6406760

Fax: 03-6408591

Every day from: 09:00 to 12:00

Mailing address: Tel Aviv University, Finance Division – Payments Section
POB 39040, Ramat Aviv, Tel Aviv 6139001