

Quick guide

Change of bank details

If you need to change your organisation's bank details, you must follow the process described here. This ensures that we have all the correct details and can update these for you as soon as possible.

Process

You must send the request to change your organisation's bank details by post and on headed paper. It must clearly state the new bank details we need to change our records to match. The instruction to change the bank details must come from a named member of your finance team along with their signature.

This letter must be an original, we cannot accept photocopies.

You should send the letter to the following address:

Operations Payment Services
Student Loans Company
100 Bothwell Street
Glasgow
G2 7DA

Once we receive the request, we will update the details on our system within 5 working days (subject to secondary validation being successfully completed).

Contact

If you need any help with this process, please send an email to HEP_Services@slc.co.uk or call us on 0300 100 0642.
