Assessment Fee
Employees residing outside of Europe

Note: SDU staff and students cannot receive fees.

The following information must be completed by **the employee**:

Full Name											
Date and year of birth	Day:			Month:			Year:				
TIN-number*											
E-mail											
Street											
House number			Floor								
Postal code			City								
Country											
Are you permanently affiliated with a university?	Yes, as an employee ☐ No ☐ Yes, as a student ☐ If yes, which university: _____										
Name of your bank											
Adress of your bank											
Account number											
SWIFT/BIC code											
Routing number											
Name of account holder											

* Instructions on how to find your TIN-number can be found here. Please note that if you do not provide your correct TIN number, we will not be able to process the payment.

Date: _____ Signature: _____

The form must be sent to the institute for further processing.

The following information must be completed by **the institute**:

Dato for arbejdets udførsel		Stillingsnummer	
Beskrivelse af bedømmelse	Professor ☐ Lektor ☐ Eksterne lektorer ☐ Adjunkt ☐	Doktordisputats ☐ Licentiatafhandling/PhD ☒ Prisafhandling ☐	
Antal bedømmelser	1	Navn	

Underkonto	1	0						
Artskonto	1	8	1	1	7	2		
Omk. Sted	1	9	0	0	0			
Formål								
Projektnummer								
Analysenummer	1	9	0	3	1			
Omk. Sted 2								

Dato: _____

Underskrift*: _____

* Skal underskrives af en underskriftbemyndiget med ret til at anvise lønbilag jf. SDU's regnskabsinstruks

Blanketten sendes af instituttet til: loen@sdu.dk og skal indeholde underskrift fra medarbejder og institut