


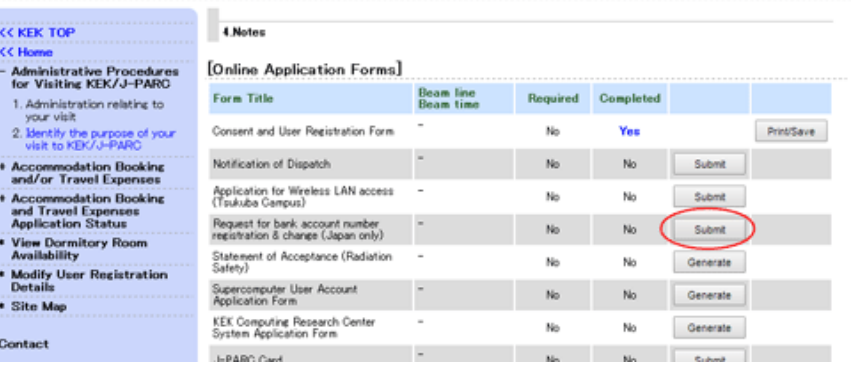
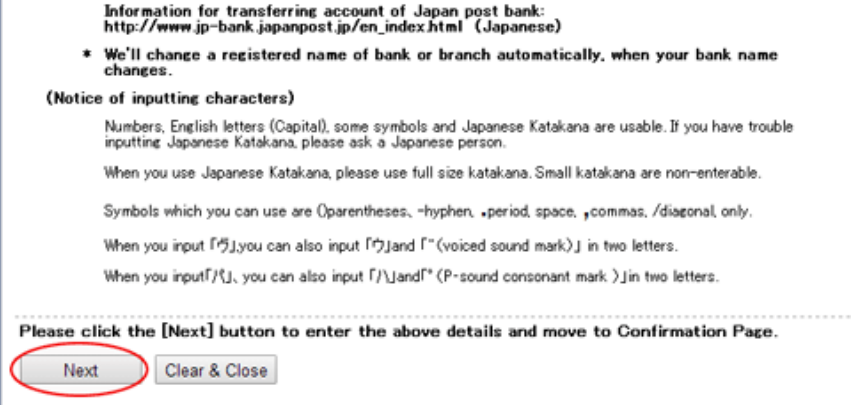

# How to register your bank account

Travel expenses should be deposited to your bank account. Therefore you need to register your bank account to the "Request for bank account number registration / change (Japan only)"

Please note: Registration to the form will be done by the PC which can input Japanese Katakana. Small letter of katakana are non-enterable

Please enter from your User Portal ⇒

[Administrative Procedures for Visiting KEK/J-PARC] ⇒ [1. Administration relating to your visit]

<p>1)</p> <p>[Administrative Procedures for Visiting KEK/J-PARC]</p> <p>↓</p> <p><b>[1. Administration relating to your visit]</b></p> <p>Please click [Next] button</p>	 <p>The screenshot shows the 'User Portal' interface. On the left sidebar, '1. Administration relating to your visit' is highlighted. The main content area shows a form for 'Administration relating to your visit' with fields for 'Project No.', 'Project Title', and 'Spokesperson'. The 'Next' button is circled in red.</p>
<p>2)</p> <p><b>[Administrative tasks]</b></p> <p>Please click [Submit] button of "Request for bank account number registration &amp; change (Japan only)"</p>	 <p>The screenshot shows a table of 'Online Application Forms'. The table has columns for 'Form Title', 'Beam line Beam time', 'Required', and 'Completed'. The 'Request for bank account number registration &amp; change (Japan only)' form is highlighted, and its 'Submit' button is circled in red.</p>
<p>3)</p> <p><b>[Request for bank account number registration / change (Japan only)]</b></p> <p>✖ Account name must be exactly the same as your name on your bank book.</p> <p>Please fill in the necessary items, then click [Next] button.</p>	 <p>The screenshot shows the form with instructions: 'Information for transferring account of Japan post bank: http://www.jp-bank.japanpost.jp/en_index.html (Japanese)'. It includes a notice about changing the registered name of the bank and a notice about inputting characters. The 'Next' button is circled in red.</p>
<p>4)</p> <p><b>Bank Account Registration Request</b></p> <p>Please click [Confirm] button to submit the details.</p>	 <p>The screenshot shows the 'Bank Account Registration Request' form. It includes instructions: 'Account name must be exactly the same as your name on your bank book.' and 'In order to transfer money to an account for Japan post bank, an account number(3 digit) for transferring is needed. Please check it with URL below and fill in correctly. (It is also at the bottom of your bank book.)'. The 'Confirm' button is circled in red.</p>