

To fill by computer or in capital letters

Registration

Change existing data

PERSONAL DATA / BUSINESS DETAILS

Full name or company name

PASSPORT Number / VAT Number / NIT Number / TAX ID Number = TIN / FEIN - EIN Number

Address

Town

Country

E-mail

Phone number

BANK ACCOUNT

Account holder

Bank name

Bank address

Country

EUROPEAN COUNTRIES

IBAN

BIC/SWIFT

IN ANOTHER COUNTRIES

ACCOUNT

ABA/ROUTING (only USA)

BIC/SWIFT

SIGNATURE AND DECLARATION

I declare that the details above are true and that they identify the bank account and bank company to which I wish to receive the payments that may be due to me as a creditor of the Universitat de València and of which I am currently duly empowered.

Signer

Signature

Position / Role

Date

RESERVED FOR THE UNIVERSITY ACCOUNTING OFFICE

Fecha / Data

Código tercero / Codi tercer

Id

The personal data that must be provided in this form will be incorporated into the third-party automated file "Accounting Information System of the University of Valencia-SICUV". The University of Valencia will process this information for the development of its budget and accounting management and the management of payments and incomes to third parties. The people who provide data have the right to request the controller, the access to their personal data, their rectification and erasure, or the restriction of processing, or to object to processing, as well as the right to the data portability. The interested persons can exercise their rights by sending an email to lopdp@uv.es from official addresses of the University of Valencia, or in writing, accompanied by a copy of a document identity and, if it is necessary, documentation accrediting the application, addressed to the Data Protection Delegate at the University of Valencia, Ed. Rectorate, Av. Blasco Ibáñez 13, VALENCIA 46010. For more information about privacy policies, see links.uv.es/lopdp/dpo

INSTRUCTIONS TO REQUEST THE REGISTRATION OR MODIFICATION OF DATA OF NATURAL OR LEGAL PERSONS IN THE UNIVERSITAT DE VALÈNCIA'S THIRD PARTY DATABASE

1. Natural persons with electronic signature

Applicants will send to the Management Unit or their contact person at the UV, via email, **the third parties application form** electronically signed

2. Legal persons with electronic signature

Applicants will send to the Management Unit or their contact person at the UV, via email, **the third parties application form** signed with [an electronic certificate of the company's representative](#).

3. Processing without electronic signature

When applicants don't have an electronic signature (in case of being a natural person) or an electronic representative certificate (in case of being a legal person), or it cannot be validated on the VALIDE platform, must send to UV management units the following documentation as PDF:

- a. **Third parties application form** with a handwritten signature.
- b. **NIE / PASSPORT or identity card** of the country of who is signing.
- c. **Ownership bank certificate** of the current account declared
- d. If as representative of a company, the **certificate of the Companies Registry** relative upon the appointment of the signatory and validity of his position as administrator or legal representative, or **the power of attorney** of voluntary representation.

INSTRUCCIONES PARA SOLICITAR EL ALTA O MODIFICACIÓN DE DATOS DE PERSONAS FÍSICAS O JURÍDICAS EN LA BASE DE DATOS DE TERCEROS DE LA UNIVERSITAT DE VALÈNCIA

1. Personas físicas con firma electrónica

La persona solicitante remitirá a la unidad gestora o la persona de contacto de la UV, a través del correo electrónico, **este modelo de alta a terceros** firmado electrónicamente.

2. Personas jurídicas con firma electrónica

La persona solicitante remitirá a la unidad gestora o la persona de contacto de la UV, a través del correo electrónico, **este modelo de alta a terceros** firmado con un [certificado electrónico de representante de la entidad](#).

3. Trámite sin firma electrónica

Cuando la persona física o jurídica que solicita el alta o la modificación de datos de terceros no disponga de firma o certificado electrónicos de representante respectivamente, o ésta no pueda ser validada en la plataforma VALIDE, deberá remitirse a las unidades gestoras de la UV en formato PDF la siguiente documentación:

- a. **Este modelo de alta de terceros** con firma manuscrita.
- b. El **DNI** de la persona firmante.
- c. El **certificado bancario** de la titularidad de la cuenta corriente declarada.
- d. Si actúa como representante de una entidad, el **certificado del Registro Mercantil** relativo al nombramiento del firmante y vigencia de su cargo como persona administradora o representante legal, o el **poder notarial** de representación voluntaria.