

Assignment fee

If you have BankID, register at danskebank.se/lonetjanst. The first time, use ORU's customer number 79154. If not, fill in your bank account number with IBAN and BIC/SWIFT/Fedwire below.

Name		Date of birth (YYMMDD) or Swedish personal identity number	
Address (street, number, postal code, city)		Email address	
Foreign bank account (IBAN and BIC/SWIFT/Fedwire)			
Date	Signature		

Description of assignment

Specify the assignment			
Date from	Date until	No of occasions	Amount per occasion (SEK)
University board (3218)		External reviewer (3217)	Student representation (3220)
External experts (3214, 3221rm)		Other boards/committees (3219)	Other assignments (3215)

Account coding (100% of the expenses shall be accounted for)

Code, org. unit (v-omr)	Code, project (v-proj)	Code, category (v-gren)	Account coding (%)

Signatures

Date	Person responsible for the account coding (signature and name clarification)
Date	Authoriser (signature and name clarification)
Date	Person responsible for payment, head/manager (signature and name clarification)

Only complete and original forms can be accepted. Forms received after the 10th are handled if time permits and thus cannot be guaranteed complete in connection with payroll administration for the current month. Instead, these reports will likely be processed in the following month's payroll administration. If the employee is a non-resident working in Sweden, it is needed to apply for special income tax (SINK) to be sent to the Swedish Tax Agency (Skatteverket). The administration due to this process may delay the date of payment. Read more about Payroll services at Inforum.