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| **You will be invoicing MBS under the legal status of being self-employed, of being a small-business owner** | |
| *What we need from you in order to process your invoice* | * The legal title of your company or your legal title if you are self-employed * The tax identification number * The completed Supplier Account Form (will be provided by MBS) |
| *What we need from your bank in order to process your invoice* | 1. The full details of your bank account (we will accept your bank statement once you have of course blanked out all information concerning the bank transactions). The name on the bank account provided needs to be the same name as the name of the company issuing the invoice (see above) 2. A letter from your bank which indicates the account holder’s name, address, bank account numbers including Iban and Swift |
| *What should be indicated in your invoice:* | 1. The issuer of the invoice should be the company as indicated above and whose name appears on the bank document (see above) 2. An invoice should also include the **date**, an **invoice number**, the **issuer’s full address** (the same as in the bank’s letter), the **details of the services provided** (dates, subject taught and number of hours) and **total amount of the invoice in euros**. |

**Invoicing and receiving payment from MBS : What you need to know & do…**

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| **You will be invoicing MBS through your university** | |
| *What we need from your university in order to process your invoice* | If your university is not already registered with our Finance department, we will need to have   * A completed Supplier Account Form (will be provided by MBS) * The full bank details of your university * It is possible to put in place a contract between your university and MBS for the teaching services you will be providing, should this be needed by the University’s legal department |
| *What should be indicated in their invoice* | On the university’s headed paper the following information should be given : the **date**, an **invoice number**, the **university’s full address** (the same as in the bank details) and the **details of the services provided** (dates, your name as the professor the subject taught, number of hours) and **total amount of the invoice in euros**. |

**Your contact : Mary O’Shea Muller – assistant-IPO@montpellier-bs.com**