



# How to Update My Bank Account Information?

请访问以下链接，并用广州校园账户密码登陆：

Please visit the link below and log in with the GZ Campus username(without @hkust-gz.edu.cn) and password:  
<https://eform.hkust-gz.edu.cn/bpm/YZSoft/forms/Post.aspx?pn=Bank%20Account%20Infomation%20Update>

请注意，提交该表单将同时更新PGS发放账户和PBMS报销账户，请务必确保信息准确以保障及时收款。

Kindly note the submission of the update will affect the PGS disbursement account as well as the reimbursement account. Please ensure the accuracy of information to avoid delay.

**Section II Bank Information**

Please choose the location of your bank account and fill out the respective blanks:

<p>Chinese Mainland, ICBC only</p>	<p>1. Beneficiary's Name 银行开户名</p> <input type="text"/>	<p>请输入您开户使用的简体中文姓名或英文姓名。 Please input your simplified Chinese name or English name which used for opening bank account.</p>
	<p>2. Beneficiary's Account 银行账号</p> <input type="text"/>	<p>请连续输入数字，不要空格。 Numbers only, no spaces allowed.</p>

Notes:

- Please upload clear scanned copies of your bank card/bankbook, which show the bank name and account number for verification.
- The maximum upload size is 1 MB ( .jpg, .png, .jpeg, .pdf format ). Please try to reduce the file size by decreasing the document resolution while keeping the documents clearly legible.
- Please ensure pop-ups in your browser are enabled.

Upload the photocopy of the card/bankbook

Submit | Print | Refresh | Post As:

**Section III Consent and Signature**

I hereby agree to provide the bank account information to the university for the purpose of receiving any future payments from the University.

Other explanations for the finance department, if any :

Optional text input

Signature  Date

1. 勾选“中国内地”，输入右侧开户名和账号信息。请注意：  
Tick the Chinese Mainland and input the name and account on the right. Please note:

“银行开户名”请输入你开户使用的简体中文名或英文姓名，不要输入支行名称。Please provide your own name registered with the bank, not the bank branch name. 仅支持中国内地工商银行账户，应为学生本人名下的一类账户。Chinese Mainland ICBC accounts only, should be a Type I account under the student's own name.

2. 点击上传附件按钮，上传能够显示账号的银行卡或存折扫描件，以验证账号信息。Please click the green button to upload a photocopy of the card/ bankbook for verification purposes.

3. 勾选同意并输入姓名后，点击页面左上角“提交”按钮提交申请。After ticking the consent and inputting your name in the “signature” box, please press the button at the upper left corner of the form to submit the application.

提交后，请等待财务处审核。Please wait for the Finance Department's verification.



## 1. How will the update affect my receipt of future payments from the university?

### 更新信息将如何影响从学校的收款？

The successfully updated bank account information will become the default account to receive PGS or other scholarships, refunds, and reimbursements. Please note that any updates made after the 20th of each month will not affect the current month's PGS receiving account but will affect the next month. 成功更新信息后，更新的账户将作为学校发放PGS和其他奖学金、处理退款和处理报销的默认账户。请注意，每月20日后提交的申请将不影响本月PGS收款账户，仅影响下月及以后的PGS收款账户。

## 2. How do I know the completion of my updates?

### 如何确定我的更新信息是否已完成？

The successful update will be reflected on the Student Finance System – My Bank Account webpage after Finance Department verification. It will also be shown on the PBMS system for staff from your thrust/division after one working day.

财务处审核后，成功更新的信息将即时体现在学生财务系统的“我的银行账户”页面。在一个工作日后，本学域/部门的员工在PBMS系统提交报销时将可选择到该更新信息。

If your e-form was returned, please check “Section IV For Finance Department Use Only” and make necessary revisions before re-submitting. If you have already submitted your account information and have not received an email notification of rejection, please do NOT resubmit it and kindly wait for verification.

如你的表单被退回，请查看财务处在表单的留言说明，在再次提交前作相应调整。如果你已经提交该表单、暂未收到关于退回的通知邮件，请勿重复提交，请耐心等待审核。

Please contact [studentfinance@hkust-gz.edu](mailto:studentfinance@hkust-gz.edu) for any inquiries on updating the bank account information.

如有其它关于银行信息更新的问题，请联系学生财务科咨询。