**Chapter 5**

**Input/Output and Forms Design**

**5.1 Introduction**

Input output is the communication between an information processing system and the outside world, possibly a human or another information processing system. Inputs are the signals or data received by the system and outputs are the signals of data sent from it. This can be done with different types of methods. One approach is using a form. A form is a document that carries different types of information in written form. It helps to gain any information when needed for any data processing.

Now a days, many digital forms are used for this purpose.

**5.2 Form design for Rajshahi Krishi Unnayan Bank**

Rajshahi Krishi Unnayan Bank is a specialized financial institution for financing the farmers or others related to in this farm. It is an state owned bank which was established in 1986. In the banking process, several types of forms are used.  This forms help the bank to keep record of each client’s all information when safeguarding depositor’s assets and making loans if they need.

From our survey we did in the Rajshahi Krishi Unnayan Bank , description of several forms were known. Some are different terms of loan, school banking account and saving account. The main focus was

1.Account opening form in Krishi Bank

2.Term loan application form by pledging assets and

3.CC capital form.

**5.2.1. Account opening form in Krishi Bank**

Account opening form can be personal, institutional, governmental institutions, fixed deposit/ saving scheme. Here, the personal account is shown. The fields of the form are:

1. Account number and unique client ID Code

2. Heading of account and nature

3. Currency

4. Method of accounting

5. Initial deposit amount

6. Name of account holder

7. Birth date, Parents information, Gender and Nationality

8. Resident status

9. Monthly income and source

10.Tax identification number

11.Present and permanent address

12.National ID Card, Password or Birth certificate number

13.Detail information of nominee

14.Announcement & Signature

Other related information:

1.Transaction profile

2.Customer profile form

3.Form for reporting SBS-2 & SBS-3 Returns