**BACS Payment Details Form – Important Notes**

In order to update or add your bank details to our system for Bank Transfer payments, we require the BACS form to be completed and returned with an original supporting document.

You can send any **one** of the following in to us by post to

Jack Petchey Foundation

Dockmasters House

1Hertsmere Road

London

E14 8JJ

|  |
| --- |
| **Schools** |
| Original Bank Statement  |
| Original letter on school letterhead signed by the Headteacher (original signature only) which contains the bank details. (The bank details will appear on the BACS form and within the letter).  |
|  |
| **Clubs** |
| Original Bank Statement  |
| Original voided cheque  |

We will verify and return original statements on the day that they are received.

**Without supporting documentation, we will not be able to update our system with new bank details.**

If you are unable to provide these documents for any reason, please contact us on 020 8252 8000

**BACS PAYMENT DETAILS FORM**

**(Please complete using BLOCK CAPITALS)**

Please return this completed form along with an original bank statement.

If you are a school please send this form with either an original bank statement or an original letter from your Head Teacher on headed paper stating the bank details.

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Account Name** |  |
| **Account Number** |  |
| **Sort Code** |  |
| **Bank Full Name** |  |
| **Bank Address** |  |
|  |
|  |
| **Signed**  |  |
| **Position in Organisation** |  |
| **Date** |  |

|  |  |  |
| --- | --- | --- |
| **FOR OFFICE USE ONLY** | **App No.** |  |
| **Correct verification seen & above details verified by GO** |
| **Date** |  | **By** |  |
| **Added on Benefactor** |
| **Date** |  | **By** |  |
| **Details verified on Benefactor**  |
| **Date** |  | **By** |  |

 **F25 April 2018**