**BACS Payment Details Form – Important Notes**

In order to update or add your bank details to our system for electronic bank transfer payments, we require this BACS form to be completed and returned with **one** of the supporting documents below.

**Schools**

1. Original bank statement
2. 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)*
3. Online bank statement emailed as a PDF *(we will make a £1 test payment if this is your chosen form of supporting document which will be deducted from your first grant)*

**Other**

1. Original bank statement
2. Original voided cheque
3. Original paying in slip
4. Online bank statement emailed as a PDF *(we will make a £1 test payment if this is your chosen method of supporting document which will be deducted from your first grant)*

**If you are posting an original supporting document and would like it returned please contact us before you send it.**

**Please note that without the correct supporting documentation, we will not be able to update our system with your new bank details.**

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

BACS PAYMENT DETAILS FORM

**(Please complete using BLOCK CAPITALS)**

Please return this completed form along with the correct support document.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | **Name of Organisation** |  |
| **Correct verification seen & above details verified by GO** | | | | | |
| **Date** |  | **By** |  | | |
| **Added on Benefactor** | | | | | |
| **Date** |  | **By** |  | | |
| **Details verified on Benefactor** | | | | | |
| **Date** |  | **By** |  | | |