

Request for payment by BACS

Payee Name and Address for Correspondence:

Please complete all details in block capitals please.

Bank Sort Code _____

Bank Account Number _____

Account Name _____

Bank Name _____

Bank Address _____

If your account is held with a Building Society please ensure that they will accept payments via BACS.

Email Address _____

Telephone Number _____

Signature _____

Position in Company _____

Any changes to the above information should be notified to the address below as soon as possible to avoid payment errors.

Please return by email to EYfunding@durham.gov.uk

Or by post to:

**Early Years Funding Team
Resources-Finance
County Hall
Durham
DH1 5UE**