

## Remittance Descriptions

<b>Remittance description</b>	<b>Please pass this information to whoever deals with your provision's finances.</b> The finance person should speak to the registered portal user or SENCo (depending on the query) initially before contacting the EYCS as they may be able to answer the query.
<b>EEF-EYPP-DEPRIVATION</b>	This is your Early Education Funding payment which incorporates the EYPP payment and Deprivation Payment. A report is available within the provider portal for children who attract EYPP.
<b>SEN Inclusion</b>	This a payment for Inclusion fund claims, you will need to check which children your provision has applied for, please check with your SENCo
<b>SEN High Needs</b>	This a payment for High Needs funding claims, you will need to check which children your provision has applied for, please with check with your SENCo
<b>SEN DAF</b>	This a payment for DAF claims

### Change of contact details, provider name, bank details.

- Please notify us in writing if there are any changes to your contact details or provider name.
- If you wish to change your bank details, please complete the relevant sections of the 'LoP Pro Forma' document and send it to [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk)
- If your provision is due to close, please complete the relevant sections of the 'LoP Pro Forma' document and send it to [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk)

**To contact the Payments Team directly please call 03458 500 989.**