**Suffolk Family Information Service**

**Guidance on supplying bank details for your business**

Please type the information requested into your letter.

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| **Check list for supplying your bank details:** (for a new LoP applications) |
| Please use your business letter headed paper | [ ]  |
| **In the letter please include:*** your business name
* bank account name
* bank sort code
* bank account number
* name of your bank
 | [ ]  |
| **Attach your letter along with your Lop application to an email and send it** to**:** **childcare.planning@suffolk.gov.uk** | [ ]  |

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| **Check list for amending your bank details:** (for existing LoP members) |
| Please use your business letter headed paper | [ ]  |
| In the letter, please state that you wish to amend you bank details | [ ]  |
| **Include the details, you are changing from (old details):*** your business name
* bank account name
* bank sort code
* bank account number
* name of your bank
 | [ ]  |
| **Include new bank details:*** your business name
* bank account name
* bank sort code
* bank account number
* name of your bank
 | [ ]  |
| **Attach your letter to an email and send it to:** **provider.portal@suffolk.gov.uk** | [ ]  |

**Please note: you do not need to return this checklist.**