**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**](mailto: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**](mailto:provider.portal@suffolk.gov.uk) |  |

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