**Grant recipient details confirmation form**

As a recipient of grant funding through the Public Sector Decarbonisation Scheme (PSDS) or Low Carbon Skills Fund (LCSF) we will need to verify your official bank details. The verification is crucial to making sure you receive your payments in a timely manner as well as safeguarding public money. The data in this form will be transferred to Salix’s files on SharePoint and NetSuite, where it will be held in accordance with our privacy policy which appears on our website.

**Please complete all fields on this form and return to:**

PSDS grant recipients: **psds3payments@salixfinance.co.uk**

LCSF grant recipients: **LCSFpayments@salixfinance.co.uk**

We will be unable to process any payment with incomplete fields or without the relevant supporting documents.

|  |  |
| --- | --- |
| **Business name**(as registered) |  |
| **Submission ID** (as on your Grant Offer Letter) |  |
| **Registered address** |  |
| **City / town** |  |
| **County** |  |
| **Postcode** |  |
| **Country** |  |
| **Email address** |  |

**Bank details**

|  |  |
| --- | --- |
| **Bank** |  |
| **Account name** |  |
| **Sort code** |  |
| **Account number** |  |

Supporting documentation will need to be provided alongside this document to verify these bank details. You may choose one of the following options to verify your bank details; option 1 or option 2. Please indicate which forms of documentation you have provided to us.

***Details of the options are on page 2 of this document.***

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| **Option 1 - PDF bank mandate:** |
| This is a formal document issued by your bank, which details the company name, the accounts and those people with authority to act formally on the bank accounts. This can be different to those who have access/inputters/authorisers.  |[ ]

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| **Option 2: Choose two of the following documents:** |
| **Official bank statement:** Submit an official bank statement clearly displaying your bank account name, account number and sort code. The statement should be dated within the last three months.   |[ ]
| **Internet banking account screenshot:** Capture a screenshot from your internet banking account that shows your bank account name, account number and sort code. The screenshot should also display the date and your account details should be clearly visible.   |[ ]
| **Deposit slip or cheques:** Provide recent deposit slips or cancelled cheques that clearly indicate your bank account name, account number and sort code. Please ensure the date is visible on the deposit slip or cheques |[ ]
| **Official letter from the bank:** Obtain an official letter from your bank that confirms your bank account name, account number and sort code. The letter should be on the bank's letterhead and dated within the last three months.   |[ ]
| **Letter from the CFO (or equivalent):** Provide a letter from your Chief Financial Officer (CFO) or equivalent, containing your bank details (bank account name, account number and sort code) on an official letterhead. The letter should be dated and signed.  |[ ]

Once we have received your documentation, the finance team at Salix will organise a phone call to further verify the information provided. This could be with yourself or a member of your finance team.

**Confirmation of statements:**

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| I understand that no grant payments will be made until Salix has verified these bank details. |[ ]
| I confirm that the bank details I have submitted are correct and accurate for the public sector organisation that have been awarded this grant. |[ ]
| I understand that credit reference and other due diligence checks will be undertaken on these bank details to confirm their validity. |[ ]

The Chief Financial Officer/other Authorising Official in your organisation will need to confirm that these bank details are correct.

|  |  |
| --- | --- |
| **Authorised signatory** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**It is your responsibility to inform your Salix relationship manager of any changes to your bank details and to provide them with the required evidence to support this. Failure to do so may lead to payment being made to the incorrect bank account.**