



Brighton & Hove

PROVIDER DETAILS *(Please complete ALL sections)*

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|---|--|
| Name of Nursery/Pre-School/School | |
| Address of Nursery/Pre-School/ School premises | |
| e-mail address | |
| Telephone no. | |
| Name of Manager/Administrator | |
| Contact address for Correspondence (if different from premises address) | |
| Telephone no. | |
| Maximum number of places for Three & Four year olds: | <i>Please circle what type of provision you are:</i> Childminder *, Private, Voluntary or Independent |

BANK ACCOUNT DETAILS

| | |
|---|---|
| Name, Address and Postcode of Bank or Building Society | |
| Name of Account | |
| Bank account number | |
| Sort code | |
| Name of first signatory (please print) | Name of second signatory (please print) |
| * If you are self employed then please provide your Nat Ins & Tax Ref No: | Tax Office address: |

- A separate bank account must be maintained for the provider. The LEA can only pay the nursery education funding into that account.
- The bank account must be dual-signatory, unless you are a sole trader.
- All funding payments are made by BACS, which is an established and efficient payments system operated by the clearing banks. The system removes the possibility of cheques being lost in the post.
- Any change in bank account details must be confirmed to the **Early Years Team, Brighton & Hove City Council, 3rd Floor, Bartholomew House, Bartholomew Square, Brighton, BN1 1JE**