|  |  |
| --- | --- |
| **Your Details** - These details are for administration purposes only  **We cannot process your settlement without these details.** | |
| Organisation/  Company Name |  |
| Contact Name |  |
| Address |  |
| Email |  |
| Phone |  |
| Website |  |
| Public Phone (optional) |  |
| Charity Number  (if applicable) |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your Payment Details BACS is an automated payment. It is quicker to process and is made directly to your bank account. | | | | | | | | |
| BACS Payee Name |  | | | | | | | |
| Bank Sort Code |  |  | **-** |  |  | **-** |  |  |
| Bank Account Number |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **OFFICE USE ONLY** | |
| Set up on Spektrix |  |
| Added to website |  |