**Please complete the form below and post it to:**

**The Clerk, The Mrs Smith and Mount Trust, 6 Trull Farm Buildings, Tetbury, GL8 8SQ**

*We cannot accept scanned or emailed copies. Please do not upload this form to our online system.*

Before we can make any payments we need to authorise your charity’s bank/building society details. You will therefore also need to post to us official confirmation of your charity’s bank/building society account. This confirmation can be a pre-printed paying in slip for your charity’s account, a voided cheque or a redacted bank/building society statement. The bank or building society account must be in the name of the charity applying for/awarded a grant.

We can only make payments into a current account. Our standard payment for grants is BACS and we can only process a BACS payment into an account with a six-digit sort code and eight-digit account number. If your charity’s building society account number is different from this then we will make payment by cheque.

|  |  |
| --- | --- |
| Applicant Charity |  |
| Grant Reference (internal use only) |  |
| Date of Grant Award (internal use only)  |  |
| Registered Charity No. |  |
| Registered Address |  |
| Bank /Building Society Account Name |  |
| Sort Code *(6 numbers)* | \_ \_ - \_ \_ - \_ \_ |
| Account Number *(8 numbers)* | \_ \_ \_ \_ \_ \_ \_ \_ |

**Authorised signatures (two are required):**

We confirm that the above details are correct and that we are authorised signatories of the charity detailed above.

|  |  |
| --- | --- |
| (1) Name |  |
|  Position |  |
|  Signature |  |
| (2) Name |  |
|  Position |  |
|  Signature |  |
|  Date |  |