

Bank Details for Reimbursement – Peer Support Plus®



Peer Support Plus aims to administer online and paperless, when practical, to: minimise operating costs; speed our processes; avoid overheads such as printing, postage, secure premises and filing; and to help reduce environmental impacts.

We need you to provide us with your Bank Details so that we can quickly reimburse your claims for any authorised expenditure that cannot be directly contracted and paid for by our Treasurer, for examples: Volunteer Expenses; minor or emergency purchases; etc.

Please complete and email this form to treasurer@peersupportplus.org

Updates We will store your *Bank Details for Reimbursement*¹ in accordance with our *Privacy Policy*¹ and *Records Management Policy*¹ and apply them to reimburse future authorised expenditure claims. It is your responsibility to notify all changes using this form, so that we don't transfer money using outdated Bank Details. If your reimbursement is lost because you did not update your Bank Details, we will do what we can to help you recover your money but we will not be responsible for replacing it.

Note ¹ available on our website peersupportplus.org

Your full name		
Your postal address	Including Postcode	
Your email address		
Name of Bank	UK Banks only	
Name on Account	As printed on Bank Card, Cheque-Book, Statement	
Bank Sort Code	6 Digits	- -
Bank Account Number	8 Digits	
Building Society Reference	If Building Society Account	

Signed by you _____ **Date** _____

Date Received by Treasurer _____ Signed _____

END