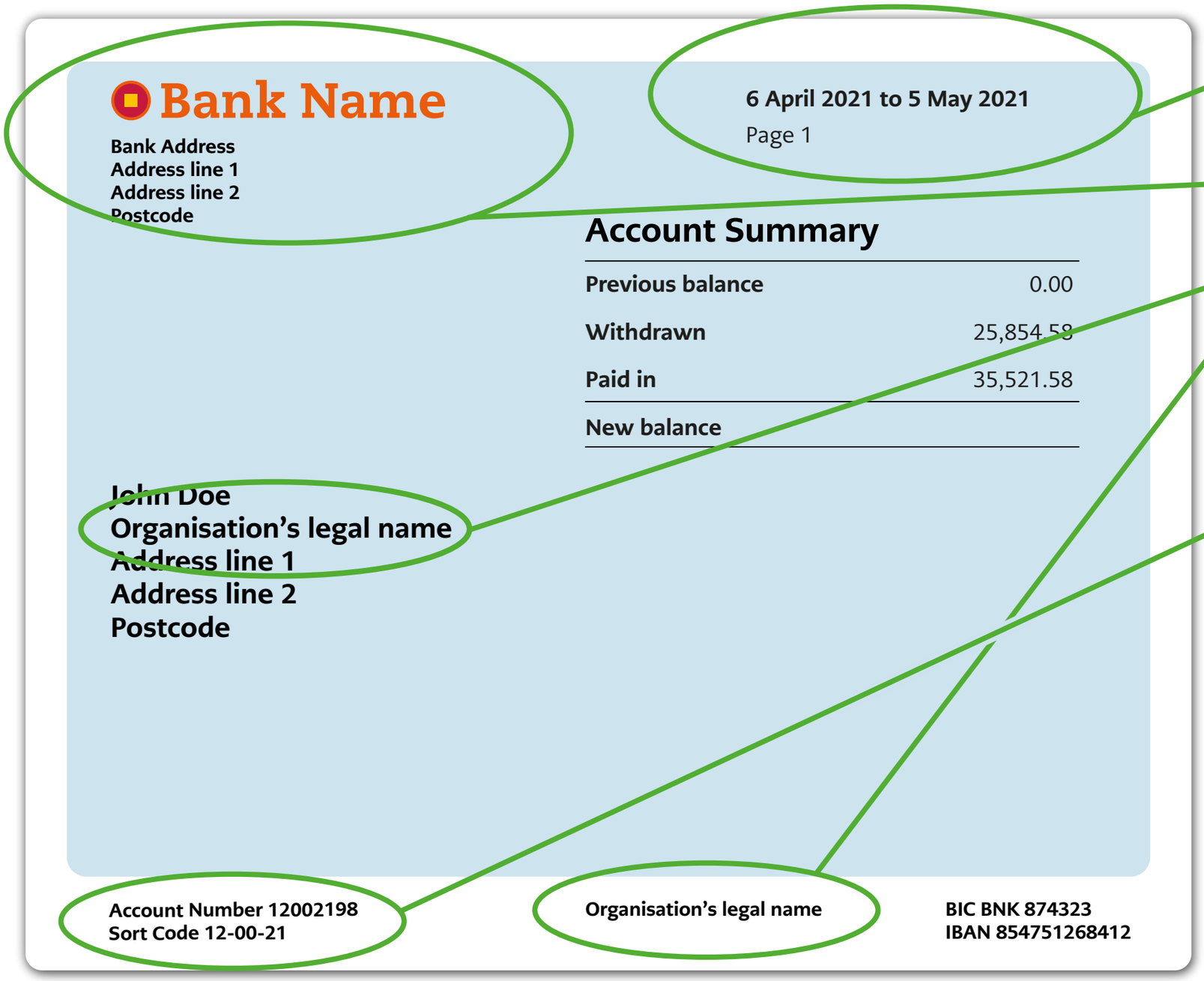
Bank Statements

What do we need from you?

You need to include a page from a bank statement from within the **last three months** that shows all the information below, so we can verify your account information should your application be successful.



- The bank statement should be from within the **last three months.**
- The bank logo and bank name **must** be included.
- The name on the bank statement must be your **organisation's legal name,** and match the name on your application. The statement should include the **address where the statements are sent.**
- The statement you send needs to have the **account number and sort code** clearly visible.

If one page of your bank statement contains all of the above information, **please only send that page.**

If you have a new bank account opened within the last three months, we can accept a bank welcome letter instead of a statement. The letter must confirm the date the account was opened and all of the account details.

Online statements
You can request a full statement or letter from your bank if the online statement does not include the information required.

If you're a school using a local authority bank account
We'll need a letter from the local authority dated within the last 3 months. It should show:

- your school name
- the bank account name
- account number
- sort code.

Organisation address is different from the bank statement address
We expect the address on the statement to match that of the organisation, however we recognise there may be justification for statements to be sent to another address such as the treasurer or legally responsible contact.

What we cannot accept:

- statements where the organisation's name is abbreviated
- bank accounts in the name of two or more individuals trading as a named organisation.