

# MyDonate change of bank details form

Please fill in this form using block capitals and black ink and return it to us at the address stated. Ensure that you complete the form in full, including the appropriate authorised signatories. You'll need to include your MyDonate Registration ID on this form so it may be easier to have the earlier email we sent you to hand.

We'll also need an **original** bank statement or certified letter from your bank dated within the last three months. This will be returned to you following verification.

## Return address:

MyDonate Correspondence  
BT  
Providence Row  
Durham  
DH98 1BT

# MyDonate

## Your charity

Charity name:

Charity address:

Your registered charity number:

CASCs, exempt charities and those not yet on the CCNI Register should provide your HMRC Gift Aid reference (starts with 1 or 2 letters and up to 5 numbers)

Your MyDonate Registration ID:

(you'll find this in the confirmation email we sent to you)

## Your new charity bank account details

Sort code:

 —  — 

Account number:

Account name:

Bank or Building Society name:

Building Society roll number (if applicable):

Bank or Building Society address:

## Bank account authorisation

To link this bank account to your charity's MyDonate account, we'll need authorisation from your treasurer/finance director as well as either a trustee, charity director or management committee member. Signatures will also confirm that all details on the form are correct.

Please note: We'll continue to transfer any payments into your existing bank account until we've validated your new account (we'll contact you once this is completed). Please don't close your existing bank account in the meantime.

### Authorisation 1

Signature:

Full name:

Role within charity

Date:

 /  / 

### Authorisation 2

Signature:

Full name:

Role within charity

Date:

 /  /