

# Unit Recovery Grant – giving us your bank details

## What we need

Now that you have filled in the grant application, we need your bank or building society details so that Finance can send the payment.

Remember we can pay the grant into **any** Girlguiding account – just make sure the account owner knows the grant is coming.

## Here are the instructions:

The image you send must include:

- The account name (eg '1st Hogsmeade Rainbows')
- The sort code (eg 00-11-22)
- The account number (eg 01234567)

Please ensure the account name, account number and sort code are **visible and easy to read**. If it is blurry, we'll have to ask you for a new image and this will delay the payment process. It is fine to use your phone for the photo.

You can send any of the following:

- Photo of a bank statement like in image A below **or**
- Screenshot from a computer or phone of your online bank account details like in images B and C below if your bank allows this **or**
- A downloaded bank statement **or**
- Photo of a cheque

## **If you have a building society account, we need ALSO to see:**

- The account's long reference number

If your account is in Cymru, Scotland or Wales we will also need the account IBAN number

Save your image with your level number as the file name.

## Examples of what needs to be visible to us:

### Image A



Contact tel 03457 404 404  
see reverse for call times  
Text phone 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

MR HAYDEN LAMB  
47B BOW ARROW LANE  
DARTFORD  
KENT, DA2 6PA

### Your Statement

Account Summary	
Opening Balance	2,575.16
Payments In	8,301.25
Payments Out	10,193.67
Closing Balance	682.74

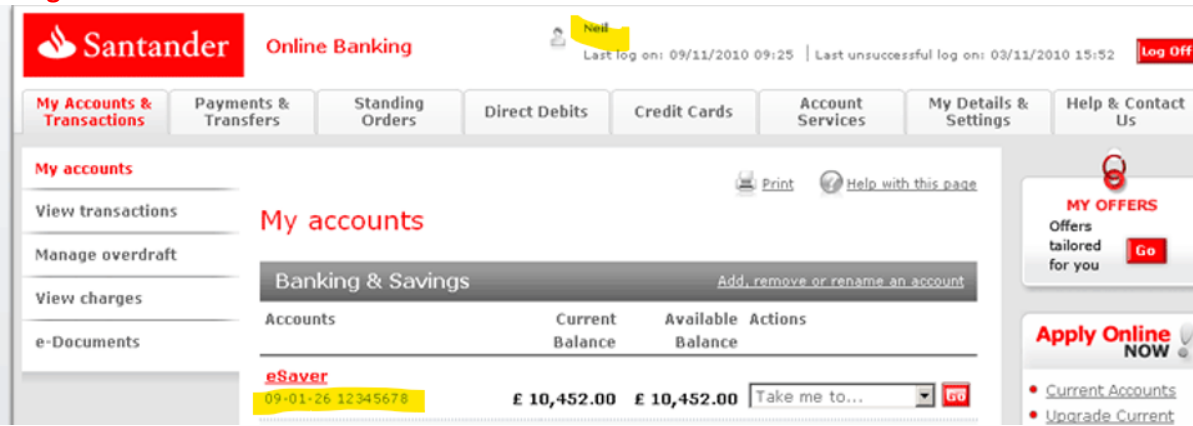
01 April to 30 April 2017

Account Name  
Mr Hayden Lamb

International Bank Account Number  
GB93MIDL40350422820374  
Branch Identifier Code  
MIDLGB2108L

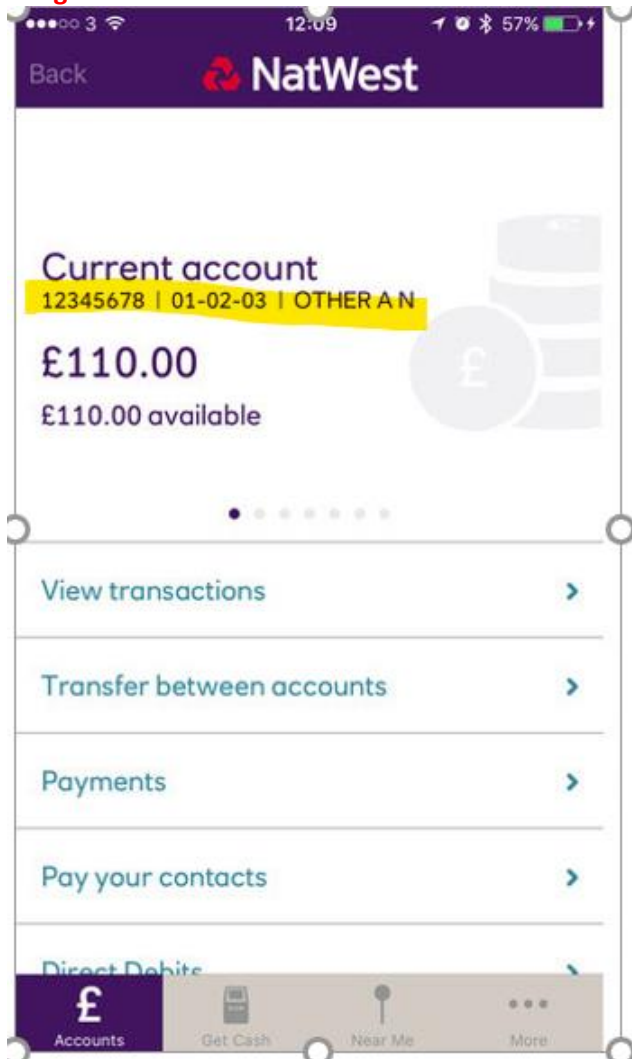
Sortcode Account Number Sheet Number  
40-35-04 22820374 164

Image B



Page Break

Image C



### How to get it to us

Upload the document to the SurveyMonkey survey: <https://www.surveymonkey.co.uk/r/urgpayment>

### Advice

It's easy to get an image of your bank details if you have an internet bank account. Please see the Tips and Tutorials below if you want to set this up for your unit.

If you can't get the document for your unit's account, can you get the grant paid into a different Girlguiding account eg for another unit or your Division?

If you're having trouble taking a non-blurry picture, try putting the document on a flat surface, standing over it and resting your elbows against yourself to hold the camera still!

Please send us a large version of the image – it needs to be readable when zoomed in.

## **Internet Banking – Tips and Tutorials**

### **Protecting Yourself**

Online banking is very safe if you exercise caution and take steps to protect your information.

All banks have advice on how to stay safe. Check your banks website for more information.

Other sources-

**Money Advice Service** offer tips for staying safe when banking online:

<https://www.moneyadviceservice.org.uk/en/articles/beginners-guide-to-online-banking>

**Which** has a helpful list of common bank scams. Check their website regularly so you know what to look out for:

<https://www.which.co.uk/news/2020/12/5-banking-scams-to-watch-out-for-in-2021/>

### **Tutorials**

All banks have tutorials on their website to help you access services through online banking for both computer and mobile phone (app) banking.

#### **LLOYDS**

Viewing your statements-

<https://www.lloydsbank.com/online-banking/benefits-online-banking/viewing-your-statements.html>

Demo online banking-

<https://www.youtube.com/watch?v=2LAU4D7UQrY>

Demo mobile banking-

<https://www.youtube.com/watch?v=XFgEYu5qf68>

#### **HSBC**

Viewing your statements-

<https://www.hsbc.co.uk/help/banking-made-easy/online-statements/>

Demos-

<https://www.hsbc.com.tr/en/direct-banking/digital-banking/demos>

#### **BARCLAYS**

General help with online banking-

<https://www.barclays.co.uk/ways-to-bank/banking-from-home/>

Mobile Banking Demo-

<https://www.resources.barclays.co.uk/digitalbanking/personal/bmb.html?customer=true&category=3&journey=0>

#### **TSB**

Mobile banking-

<https://www.tsb.co.uk/help/mobile-app/faqs/>

Demo internet and mobile banking-

<https://www.youtube.com/watch?v=WW44F-VflwY>

#### **NATWEST**

<https://personal.natwest.com/personal/banking-with-natwest/register-for-online-banking/features.html>

Mobile Banking Demo-

<https://personal.natwest.com/personal/ways-to-bank/mobile-app/demo.html>

Digital Lessons-

<https://personal.natwest.com/personal/banking-with-natwest/natwest-digital-lessons.html>

#### **NATIONWIDE**

Internet Banking Demo (mobile banking and PC)-

<https://nationwidedemo.co.uk/en/home>

#### **SANTANDER**

Internet Banking Demo-

<https://www.santander.co.uk/CsAppsExp/Abbey/Internet/Abbey/demo/olbdemo/html/index.html>

Mobile Banking Guide-

<https://www.santander.co.uk/personal/support/ways-to-bank/on-your-mobile>

**RBS**

Mobile Banking Demo-

<https://personal.rbs.co.uk/personal/ways-to-bank/mobile-app/demo.html>