

This form is to be used by **licensed services** to change a bank account or by **Playgroups** to establish or change a bank account. All Ministry of Education payments will be deposited into this account. It can also be used to advise your GST registration number.

All sections must be completed. Two signatories are required to sign that the bank details are correct, and either: your **bank must stamp the form** to verify the account details, OR

you must **attach a pre-printed deposit slip**

Completed forms should be returned to:

ece.resourcing@education.govt.nz

Early Childhood Service

Name	
Ministry of Education Service Number	
Address	
Phone Number	
Funding Contact Person	

Reason for Change

Why is this change being made: (tick one only)

- | | | |
|--|---|---|
| ☐ Because the service/playgroup has changed its own bank account. | ☐ Because the service has joined or left an association, while retaining the same ownership. | ☐ Because the service has had a change of ownership. |
| ☐ Because the service is now GST registered. | ☐ Because the service needs to deregister from GST. | ☐ New Playgroup. |

GST Number

Please provide your GST number - if you are not GST registered then write NIL.
If you were previously registered for GST and are deregistering, please write NIL.

Verified Bank Account Details for Future Payments

Attach a pre-printed deposit slip OR complete the following

Bank			Bank Stamp and Initial
Branch			
Account Name			
Account Number			
	Bank and Branch	Account	Suffix

To be certified by two signatories, one of whom must be the service provider contact/office bearer e.g. treasurer.
Services with one signatory **MUST** write "sole signatory" in the second field

Signatory One	Signature X	Name (block letters)	Position Held
Signatory Two	Signature X	Name (block letters)	Position Held

Office Use Only

	Date	Initials	Checked
☐ Change/Add Bank Account – Playgroup ECD	Sent to Finance		
	Sent to Regional Office		
☐ Change/Add Bank Account – Licensed Service ECF	Sent to Finance		
	Sent to Regional Office		
☐ Change of Service Provider ID	Entered into Profiles		
	Sent to Regional Office		