



Chapter 8

Changing Your Service Details

Overview

Introduction It is important that the Ministry of Education (the Ministry) has the most current contact and payment details for your service.

Three situations where out-of-date information may affect when or to whom your service’s funding is paid are:

- when your service’s bank account number has changed
- when your service has had a change of service provider (ownership)
- when your service will be closing.

In this chapter This chapter contains the following topics:

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8-1 Changing bank account details

Introduction Changes to a service provider bank account **must** be made using an RS2 Change of Bank Account Form.

Completing the RS2 Form Follow these steps to complete the *RS2 Form*:

Step	Action
1	Enter the name and contact details of your ECE service.
2	Tick one of the boxes with the reason for the bank account change.
3	Enter bank account details on the <i>RS2 Form</i> .
4	• Attach a pre-printed deposit slip from your bank showing the bank account number or • Get the bank associated with the service to write in the new bank account details and sign and stamp the <i>RS2 Form</i> or • Attach a bank printed notice on your bank's letterhead that has been signed and stamped by your bank, and which shows your service's bank account number and name. It is essential that bank account name clearly matches the service providers identity, or that there is another means to establish the identity link.
5	• Have the <i>RS2 Form</i> certified by two signatories – one of whom must be the treasurer/secretary or licensee of your service. • If there is only one signatory, please indicate that on the form.
6	Return the <i>RS2 Form</i> to ECE Resourcing team .

Service Providers If your service has joined a larger group of services under a service provider, you may be contacted by the Ministry to confirm the exact service provider name (if this is not obvious from the new bank account).

Important Information ECE Resourcing **must** receive the completed *RS2 Form* **at least two weeks** before your next payment is due to be made.



8-2 Change of service provider

Introduction This page contains change of service provider (ownership) information for funding purposes.

Contact [Education Review Office](#) (ERO) for further details regarding a change of service provider or for other licensing requirements.

Funding for new ownership The new service provider **must** contact [ERO](#) so that the change of service provider can be verified.

Funding payments to the new owners will not be made until the change of service provider has been verified by the [ECE Resourcing team](#).

New bank account If the service will have a different bank account under the service provider, an *RS2 Form* **must** be completed by the new service provider of the service and returned to the ECE Resourcing team.

Funding payments will not be made to the new bank account until the completed *RS2 Form* has been received by the ECE Resourcing team.

See **Section 8-1** for instructions on completing the RS2 Form.

Submission of RS7 Returns All early learning services must submit RS7 returns 3 times a year. This enables the calculation of funding payments to be made 3 times a year. The percentage funding band is calculated using the certificated teacher hours (Staff Hour Count) for the relevant 4 month funding period (refer Chapter 9-4). As specified in Chapter 2-4 each payment is made up of an advance for the next four months and a 'washup payment' for the previous four months.

If a service has a change in service provider (ownership) during a funding period, the new operator can:

- submit a paper-based RS7 return for the period before the purchase
- submit an electronic RS7 return for the period after the purchase
- or, email an entire paper-based funding claim to us.

Email: [ECE Resourcing team](#)

Split payments The Ministry does not split funding payments. This should be considered during a change of ownership.

Note: It is recommended that independent legal and financial advice is sought for negotiations between parties, including regarding any possible payment to the previous owner to be made by the new operator.



8-3 When your service is closing

Introduction A service intending to close **must** notify the [Education Review Office](#) (ERO) of the date the service will close.

Final payment You will need to provide the Ministry of Education (the Ministry) with your final RS7 that includes funded child hours (FCH) and Certificated Teacher Hours (if applicable).

Your service will receive a wash-up payment if it is due.

If your service owes money to the Ministry, an invoice will be issued.

Contact the [ECE Resourcing team](#) for further details in relation to your final payment.

Service Provider When a closed service is part of a group of services operated by one service provider, any overpayment will be deducted from the next payment to the service provider.
