

RS2 Early Childhood Service / Playgroup Bank Account Form



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.

It is essential that the bank account name matches the service provider's identity, or that there is another means to establish the identity link. The Ministry can only accept one bank account per service provider.

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: <i>(tick one only)</i>			
☐ 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.	
To ensure payments are directed to the correct bank account, if a change of ownership or bank account will be occurring close to an ECE bulk subsidy payment, please contact the ECE Resourcing team to understand if the payment will be made to the old or new owner.			
Please note: Funding contacts need access to Pourato and Secure Data Portal to view early learning funding information. It is important to review access regularly.			
To request or remove access, please complete the Early Childhood Education (ECE) Pourato and Secure Data Portal User Request (ESL 39) form on this page: How to get an Education Sector Logon Applications & Online Systems			
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 	Name (block letters) 	Position Held
Signatory Two	Signature 	Name (block letters) 	Position Held