

Providing banking evidence

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What we need to pay your grant safely and on time

To release grant payments, we need to verify that your banking details are correct and belong to your organisation.

This short guide explains:

- why and when banking evidence is required
- what types of evidence we can accept
- how to submit your documents securely.

We only request banking evidence when necessary, and all information is handled in line with our security and data-protection requirements.





When banking evidence is needed

Banking evidence is required if:

- This is your first grant
- Your bank details have changed since your last grant
- You have not received a grant payment in the last two years.

You only need to provide banking evidence once per grant holder unless you notify us that you bank details have changed.

You only need to provide one type of evidence from the list of examples provided.

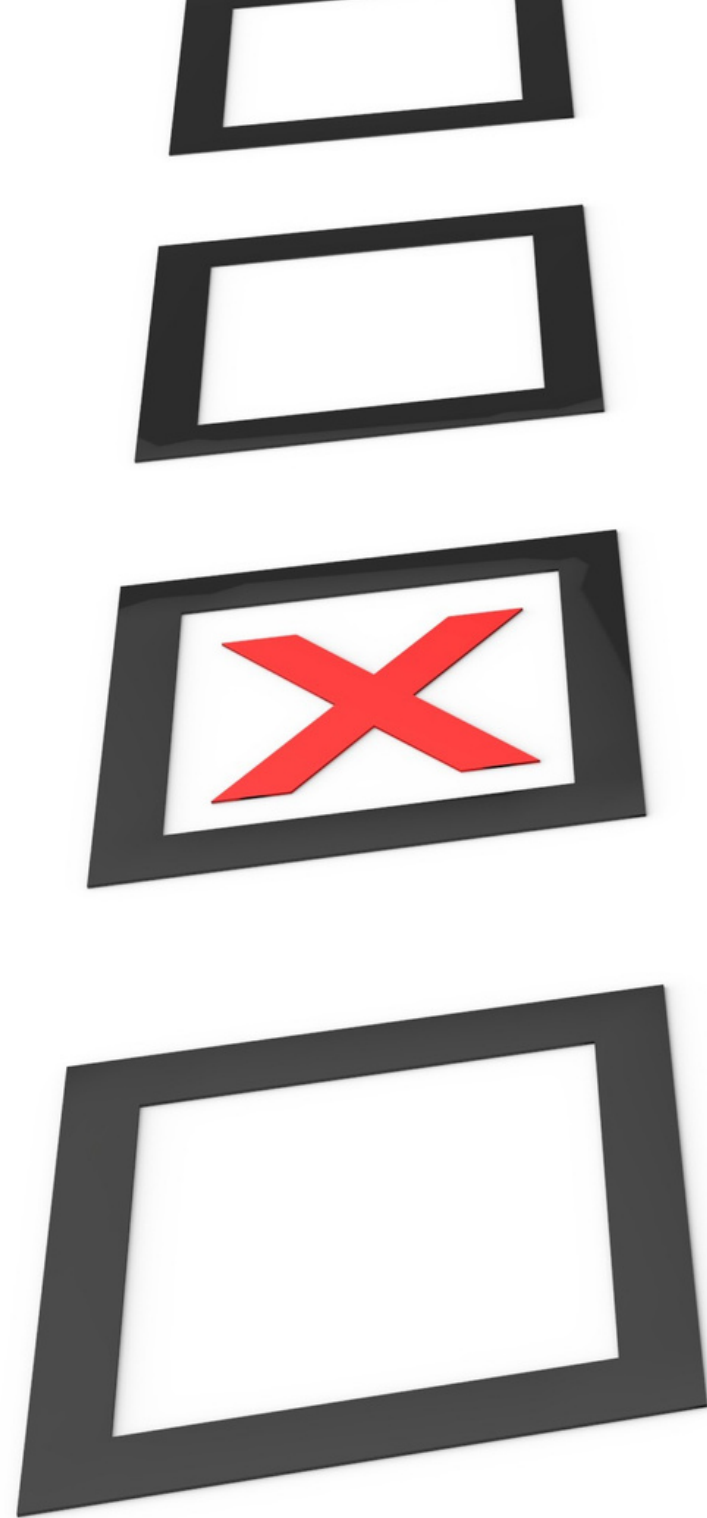
Evidence must display the full account name, account number, sort code and a recent date clearly.

Images should be clear and readable; cropped, blurred, or photocopies are not accepted.



What evidence can we accept?

- ✓ **Bank statement**
A scan or photograph of applicant's bank statement. This should be **no more than 3 months old**, and must show account name, account number, sort code, date and recent transactions.
- ✓ **Online bank statement screenshot**
A screenshot of applicant's online bank statement. This must include the full secure web address (URL), beginning with https://. This **must not** be taken on a mobile phone as it does not include all required information.
- ✓ **Paying-in slip**
A scan or photograph of a paying-in slip.
- ✓ **Cancelled cheque**
A scan or photograph of a cancelled cheque.



Evidence we can't accept

Unfortunately, we cannot accept the following:

- ✗ Account confirmation letters
- ✗ PDF statements
- ✗ Any evidence not provided on the evidence list

Online bank statement screenshot

The screenshot shows the Halifax online banking interface. Red arrows point to specific elements with labels:

- Full secure web address:** Points to the browser's address bar showing https://secure.halifax-online.co.uk/personal/a/account_c.
- Dated within the last 3 months:** Points to the user's last login information: "Last signed in 01 May 16 at 05:05 PM".
- Account name, number & sort code:** Points to the "Reward Current Account" section, which displays the account number "72-34-56 12345678".
- Recent transactions:** Points to the "Statement" section at the bottom of the page.

The account details shown include a balance of £113,021.88 and a "Money available" status. The right sidebar contains links for "CONTACT US", "HELP & SUPPORT", and "More".

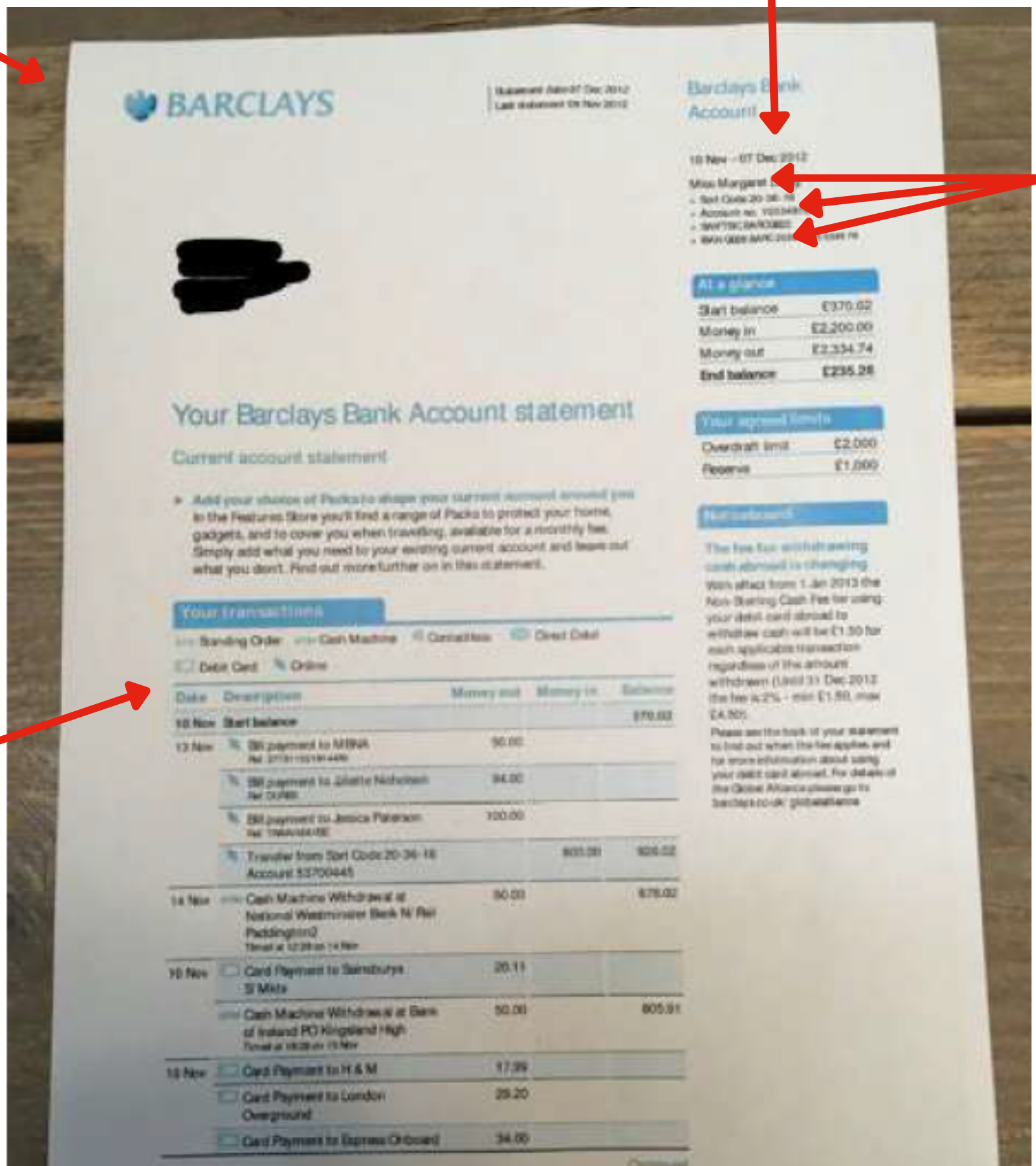
- Screenshot taken on a computer (not from a mobile)
- **Must** include the full secure web address (URL), beginning with <https://>
- **Must** be taken in the last 3 months
- **Must** clearly show: account name, account number, sort code, date and recent transactions.

A scan/
photograph

Dated within the last 3 months

Account
name,
number
& sort
code

Recent
transactions
with nothing
redacted



Bank statement

- A **scan** or **photograph**
- **Must** be dated in the last 3 months
- **Must** clearly show: account name, account number, sort code, and recent transactions
- No **redacted transactions**.

Avon Cosmetics, 125 Harnlon Way, Parkahpton, BA6 5HA Company refer
company reference 339849

C012333

REF No: 000002

Please retain your receipt,, as GIROs will be
returned for refund. ONLY if requizzfers
i within 20 days. Set nationa seroed.

GIRO SLIP 1

Avon Cosmetics

bank giro credit

GiroSlip for cashier

PAYING IN SLIP

Amount paid

223

Account number:

1000057702233

Account holders (hane repiined)

143 0491

Account holders Reference
Chanparwende

£

Referencte number:

Amount paid

Account merit

155

206

24

12 FMAHED STM03
GRY C00Y
RENT IESS:

9826 9260 0000 5770 003

Bank-Duite

43-06-91

Cash

£

Please retain your receipt, IFF paying to more than bank Account.

270005770 35889 x

1000057702233 V4244130491 91 x

Returning account actie number
291 00005-770

Automatic account number
143 0491

Paying-in slip

- A **scan** or **photograph**
- **Must** clearly show: account name, account number, and sort code.

Cancelled cheque

- A **scan** or **photograph**
- **Must** clearly show: account name, account number, and sort code.





How to submit banking evidence

Please send your banking evidence via email to docs@covenantfund.org.uk.

Your email must include the grant ID and organisation name as the subject line.

Do not send banking evidence to any other Trust email address.

Occasionally, the system may ask you to register in order to secure your data before sending.

In some cases, we may also carry out a brief telephone check to confirm details.



Payment timeline

- 1 You must submit your signed offer letter and banking evidence before we can initiate payment processing.
- 2 Our finance team will review your submitted documents to confirm details match before scheduling payments.
- 3 Our payments are processed fortnightly (every two weeks).
- 4 Funds usually clear within 10 working days after payment scheduling is complete.

Support Information

If you have questions, please contact us at info@covenantfund.org.uk

Please remember: banking evidence must only be sent to docs@covenantfund.org.uk to ensure confidentiality and proper handling.

