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| **Your Details** - These details are for administration purposes only**We cannot process your settlement without these details.** |
| Organisation/Company Name |  |
| Contact Name |  |
| Address |  |
| Email |  |
| Phone |  |
| Website |  |
| Public Phone(optional) |  |
| Charity Number(if applicable) |  |

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| Your Payment DetailsBACS is an automated payment. It is quicker to process and is made directly to your bank account.  |
| BACS Payee Name |  |
| Bank Sort Code |  |  | **-** |  |  | **-** |  |  |
| Bank Account Number |  |  |  |  |  |  |  |  |

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| **OFFICE USE ONLY** |
| Set up on Spektrix |  |
| Added to website |  |