

## **Factsheet C34: Personal Contributions / Topping up your account**

### **How to set up Personal Contribution Payments**

If you have been assessed as required to make a Personal Contribution, you will need to arrange to pay this into your supported account or your bank account, as Norfolk County Council will deduct the amount of money you are required to contribute off the payments they make. You can pay your Personal Contribution in two ways:

#### **Standing order**

**If Equal Lives hold your money** - Set up a standing order from your own personal bank/building society to come into your Equal Lives account every four weeks; you must include your full name and reference number where possible (you can get this from Equal Lives).

**If you hold your own money** - Set up a standing order from your own personal bank/building society to go into your direct payment account.

There is a standing order form overleaf for your convenience. This can be passed to your bank/building society so they can set this up for you.

#### **Cheque**

**If Equal Lives hold your money** - Send in a cheque every four weeks, made payable to NCODP with your reference number (you can get this from Equal Lives), surname and first name clearly written on the reverse of the cheque.



## **Changes to your Personal Contribution**

If you have a review and your Personal Contribution changes then you will need to change the amount paid by standing order by contacting your bank / building society and asking for this to be adjusted, or if you pay by cheque by changing the amount you pay four weekly.

## **Topping up your account**

You can top your account up at any time using the above methods. This will normally be to cover insufficient funds. If you do wish to top up your account please let Equal Lives' Finance team know.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: [info@equallives.org.uk](mailto:info@equallives.org.uk), or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.



## Standing order form

This form can be used to set up payment of your personal contribution into your supported account.

Please complete this form and send it to your bank/building society. If you use Internet Banking you may be able to set up this payment yourself.

**Note: You must quote the reference: (Reference, Surname, First name)**

**We will not be able to process your payment unless this reference is quoted. Your reference is your cost centre number for your Equal Lives supported account. If you do not know what this is please contact us on 01508 491210.**

Your name: \_\_\_\_\_

Your account sort code: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ (6 digits)

Your account number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ (8 digits)

Your reference: **(Reference, SU Surname, SU first name)**

### Please pay:

First payment of £ \_\_\_\_\_ on \_\_\_\_\_

then 4-weekly payments of £ \_\_\_\_\_ until further notice

Account name: Norfolk Coalition of Disabled People

Bank name: Co-op Bank, PO Box 250, Delf House, Skelmersdale

Sort code: 08-92-99

Account number: 65069581

Your signature \_\_\_\_\_

