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| --- | --- | --- | --- | --- |
| **Early Years Request – To be completed by London Borough of Bromley** | | | | |
| New Supplier: Y / N | Amendment: Y / N | | Supplier No.: | |
| Requested By: **EY FEE Officers** | | #No: | | Date: |
| Entered By: | | | Date: | |
| Requested Area Notified: Y/N | | | Creditor ID: | |

|  |  |
| --- | --- |
| **Provider Contact Details** | |
| Name of Manager/Owner: Click here to enter text. | |
| Name of the Finance Contact: Click here to enter text. | |
| Setting Address:  Click here to enter text.  Postcode: Click here to enter text. | Public Telephone: Click here to enter text. |
| Public Mobile: Click here to enter text. |
| Public Email: Click here to enter text. |
| Website: Click here to enter text. |



**Supplier Set-up/Amendment Form for Early Years Provision**

This is designed to be completed, printed, signed and returned via secure email Details of how to complete this form are on the second page

|  |  |
| --- | --- |
| **Invoicing Details** | This is where invoices and statements will be sent and must be the Main Finance Contact |
| Provider Name: Click here to enter text.  (this is the Ofsted registered name) | |
| Postal Address:  Click here to enter text.  Postcode: Click here to enter text. | Finance Mobile No: Click here to enter text.  (this is private but could be used to text reminders for claims) |
| Brom Email: Click here to enter text. |
| Ofsted No: Click here to enter text. |
| Are you registered for VAT? NO / YES if so, please state VAT Reg No: Click here to enter text. | |

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| **Provider Payment Details –** Payments are made via BACS | |
| Bank Account Name: Click here to enter text.  (The business name you have registered as your bank account name - as it appears on bank statements) | |
| Sort Code: Click here to enter text. | Account No: Click here to enter text. |
| Bank Name: Click here to enter text.  Bank Address: Click here to enter text.  Postcode: Click here to enter text. | Signed: |
| Name Printed: Click here to enter text. |
| Position in Company: Click here to enter text. |

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| **Sufficiency Details** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **For the website** (www.bromley.gov.uk/childcare) | | | | | | | | | | | | | |
| **Tick when are you open:** | **Monday** | | **Tuesday** | | **Wednesday** | | | **Thursday** | | **Friday** | | **Weekends** | |
| AM | PM | AM | PM | AM | PM | | AM | PM | AM | PM | AM | PM |
|  |  |  |  |  |  | |  |  |  |  |  |  |
| **Opening Times**  **from and to** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| **Times of the Free and Free Only Offer:** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| **Free and Free Only Offer:** 3x5hours  5x3hours  6x2.5hours  Flexible | | | | | | | | | | | | | |
| **Weeks open:** 30-35  36  37  38  39  40  40-50  51-52 | | | | | | | | | | | | | |
| **Are you open** sessional  or continuous  ? | | | | | | | **Overnight Care** (CM only): Yes | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Costs Per Hour (Average)** | This is kept private but needed to help with our Childcare Sufficiency Report.  These will **not** be shown on the website | |
| Charge per hour **0 – 2 year old** Choose an item. | | Please use an **average** charge per hour (e.g. £5.67 would be £5.50-£6) |
| Charge per hour **2 year old**  Choose an item. | |
| Charge per hour **3 &4 year old**  Choose an item. | |
| Charge per hour **before school** Choose an item. | |
| Charge per hour **after school**  Choose an item. | |
| Charge per day for **Holiday Playscheme** Choose an item. | |

**Supplier Invoicing Details – to be completed by Provider**

* Supplier Name - enter in full (e.g. James Nursery and Pre-School Ltd not James Nursery, Mary Jane Smith not MJ Smith)
* Full invoicing address including post code, telephone for accounts queries – this is a mandatory field
* An up to date e-mail address (brom email)– this is the preferred method of issuing remittance advices.
* Please state whether you are VAT registered. The VAT registration number that you supply will be validated using the following link for the European Commission Taxation and Customs Union:- [**http://ec.europa.eu/taxation\_customs/vies/**](http://ec.europa.eu/taxation_customs/vies/) If the number provided is returned as invalid we will be unable to pay you VAT.
* Type of goods / services – enter a text description (e.g. Early Education and Childcare)

**Supplier Payment Details – to be completed by Provider**

* Please fill out bank details including Sort code & Account number as they appear on your bank statement and address for receipt of payment advices etc.
* **Please note that this form will have to be printed and signed once completed.** We will then accept it back scanned in PDF format or by post.

PDF format accepted via secure e-mail to **eyenquiries@bromley.gov.uk**

Postal Return Address **–** FEE, 3rd Floor, Central Library, High Street, BROMLEY BR1 1EX

**www.bromley.gov.uk/childcareproviders**