



Chapter 8

Changing Your Service Details

Overview

Introduction It is important that the Ministry of Education has the most current contact and payment details for your service.

Three situations where out-of-date information may affect when or to whom your service's funding is paid are:

- when your service's bank account number has changed
 - when your service has had a change of service provider (ownership)
 - when your service will be closing.
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In this chapter This chapter contains the following topics:

Title	Section
Changing bank account details	8-1
Change of service provider	8-2
When your service is closing	8-3



8-1 Changing bank account details

Introduction Changes to a service provider bank account **must** be made using an *RS2 Change of Bank Account Form*.

Completing the RS2 Form Follow these steps to complete the *RS2 Form*:

Step	Action
1	Enter the name and contact details of your ECE service.
2	Tick one of the boxes with the reason for the bank account change.
3	Enter bank account details on the <i>RS2 Form</i> .
4	<ul style="list-style-type: none">• Attach a pre-printed deposit slip from your bank showing the bank account number or• Get the bank associated with the service to write in the new bank account details and sign and stamp the <i>RS2 Form</i> or• Attach a bank printed notice on your bank's letterhead that has been signed and stamped by your bank, and which shows your service's bank account number and name.
5	Have the <i>RS2 Form</i> certified by two signatories – one of whom must be the treasurer/secretary or licensee of your service.
6	Return the <i>RS2 Form</i> to the Ministry's Resourcing Division.

Service Providers If your service has joined a larger group of services under a service provider, you may be contacted by the Ministry to confirm the exact service provider name (if this is not obvious from the new bank account).

Important Information The Ministry's Resourcing Division **must** receive the completed *RS2 Form* **at least two weeks** before your next payment is due to be made.



8-2 Change of service provider

Introduction This page contains change of service provider (ownership) information for funding purposes.

Contact your Ministry local office for further details regarding a change of licensee or for other licensing requirements.

Funding for new ownership The new service provider **must** contact their Ministry local office so that the change of service provider can be verified.

Funding payments to the new owners will not be made until the change of service provider has been verified by a Ministry local office.

New bank account If the service will have a different bank account under the service provider, an *RS2 Form* **must** be completed by the new service provider of the service and returned to the Ministry's Resourcing Division.

Funding payments will not be made to the new bank account until the *RS2 Form* has been received by the Ministry's Resourcing Division.

See **Section 8-1** for instructions on completing the *RS2 Form*.

Split payments The Ministry will not split payments between parties.

Any split of funding payments should be negotiated between past and present ownership. Legal and financial advisers should assist negotiations.



8-3 When your service is closing

Introduction A service intending to close **must** notify the Ministry local office of the date the service will close.

Final payment You will need to provide the Ministry with your final funded child hours (FCH) and Registered Teacher Hours (if applicable).

Contact your Ministry local office for further details.

Final payment Your service will receive a wash-up payment if it is due.

If your service owes money to the Ministry of Education, an invoice will be issued.

Service provider When a closed service is part of a group of services operated by one service provider, any overpayment will be deducted from the next payment to the service provider.
