

Unspent Monies Form (Scotland)

Award Manager Name	
Recipient's Name	
ILF Scotland Reference	

You can keep up to one week of your normal award. Any money over this amount that has not been set aside for care or employment costs should be returned to ILF Scotland.

For further information, please visit www.ilf.scot or refer to the 'Your Responsibilities' booklet. If you need another copy of this booklet, please let us know.

You can also ring and talk to your ILF Scotland Specialist Caseworker about anything you are unsure of. Our contact details are on the back page of this form.

Do you have any unspent ILF Scotland monies?

Yes Amount £ _____ No

If you currently use a third party (e.g. a payment support agency) to assist with managing your funding please provide their contact details below. Please note that by signing this form you are giving your consent to ILF Scotland discussing your funding with them and for the agency to release any ILF Scotland unspent monies to us.

Please note that if you use a standard payroll service the agency will be able to advise you on the retention of any employment related costs.

Name of the Organisation: _____

Address: _____

_____ Tel No: _____

You can return monies by cheque, made payable to “ILF Scotland” with the ILF Scotland reference number on the back or by BACS transfer made payable to:

Sort Code: 83-06-08

Account Number : 18121282

Account Name: Scottish Gvt No. 1 Fund Account

Bank Name: RBS, 36 St Andrew’s Square, Edinburgh EH2 2AD

Please ask your bank to quote your ILF Scotland reference when sending payments.

Please note that you **must** state your **ILF Scotland number** on all payments to ILF Scotland, via cheques, online or at your bank. Failure to reference your payment may mean that we are unable to allocate your payment to your account.

Signature:

Name (please print):

Date:

*** If you are signing as a witness on behalf of the recipient because they are physically unable to sign themselves, please tick this box and complete the section on the next page:**

Name of witness:

Address of witness:

Telephone number of witness:

If you have signed the declaration and you are not the ILF Scotland recipient or their witness, please give us your details below.

Name:

Address:

Phone number:

Relationship to recipient:

Legal status:

Contact us

Telephone: **0300 200 2022**

Monday, Tuesday, Thursday 9.00am–4.30pm
Wednesday 10.30am–4.30pm
Friday 9.00am–4.00pm

Email: enquiries@ilf.scot

Address: **ILF Scotland**
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