Unspent monies form
(Northern Ireland)

Sometimes you will have money left from your award that you have not spent.

We understand that you may be putting this money aside to pay for things, such as employer costs if you employ a Personal Assistant, or funds you have not spent because you did not use support for a short period of time due to being in hospital.

In this case, you can keep up to one week of your normal ILF Scotland award (after setting aside money to pay wages or invoices).

You will need to return the rest of the unspent money to us.

You can find more about this in “Your Responsibilities” Guide:

<https://ilf.scot/publication/your-responsibilities-guide-2015-fund/>

This form should be completed by whoever signed your ILF Scotland Agreement Form.

# For further information:

* visit [www.ilf.scot](http://www.ilf.scot)
* contact the ILF Scotland office on 0300 200 2022
* email us: enquiries@ilf.scot

# Please fill in the details below

Recipient’s name: Click or tap here to enter text.

ILF Scotland reference: Click or tap here to enter text.

Award manager’s name:

(if different from Recipient’s): Click or tap here to enter text.

Do you have any unspent ILF Scotland monies?

Yes [ ]  No [ ]

Amount (£) Click or tap here to enter text.

Date monies returned: Click or tap here to enter text.

# Third party consent

If you currently use a third party (e.g. a Financial Management Organisation or Payroll 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 for ILF Scotland to discuss your funding with them and for the organisation / agency to release any unspent monies to us.

Name of the organisation: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

# Making a repayment

Please note that we no longer accept cheque payments.

Please pay by BACS transfer or in branch at your bank. Our banking details are:

* Sort Code: 83-06-08
* Account Number: 18125946
* Account Name: Scottish Government
* Bank Name: RBS, 36 St Andrew’s Square, Edinburgh EH2 2AD
* Reference Number: Your ILF reference number

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

You must state your ILF Scotland reference number on all payments.

Failure to do so may mean that we are unable to allocate your payment to your account.

If you cannot get to a bank and do not have telephone or online banking then please call ILF Scotland on 0300 200 2022.

# This form should be completed by whoever signed your ILF Scotland Agreement Form – that is you or your Award Manager.

Recipient’s Name: Click or tap here to enter text.

Award Manager’s Name: (if different from Recipient’s)

 Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

[ ] Please tick this box if you are signing as a witness, on behalf of the Recipient because they are unable to sign themselves as a result of their impairment or impairments, and complete the section below:

Name of witness: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

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

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Relationship to recipient and legal status:

 Click or tap here to enter text.

**Address: ILF Scotland, Denholm House, Almondvale Business Park,**

**Almondvale Way, Livingston, EH54 6GA**

**Tel: 0300 200 2022 Email:** **enquiries@ilf.scot** **Web: www.ilf.scot**

ILF Scotland is a company limited by guarantee, registered in Scotland, Company Number: SC500075. Registered office: Denholm House, Almondvale Business Park, Almondvale Way, Livingston, EH54 6GA