

Information Sheet

Uploading evidence of your bank account (Creative Professionals)

Introduction

This document provides additional information to help creative professionals submit the required bank account evidence. It should not be regarded as constituting legal or business advice.

You must submit proof that you have a personal bank account in your legal name, which corresponds to the name under which you are applying. Please note that we can only accept evidence which is less than 2 years old at the date of application.

We cannot accept building society accounts that operate with a passbook only.

We take the responsibility of distributing public funding very seriously. Verifying bank information helps us check that you are eligible to apply (for more information see our [Getting Started](#) document) and that any grant money will be used and managed by you as the grant recipient.

What are we looking for?

Please remember that we are looking for proof of the **account number, sort code** and that the **account is in your legal name**. You will need to provide this evidence on **official bank communication** (please note we cannot accept self-typed bank details).

The following are examples of the types of documents that can be provided to meet this requirement:

- A photograph of your bank card in your legal name, displaying your account details
- A recent bank statement in your legal name, displaying your account details¹
- A screenshot of your online banking account displaying your legal name and the account details.

You may need to supply several documents to ensure that the information required can be clearly linked to the account details.

If you are unsure that the information you have satisfies this requirement, please email us at investmentandfunding@arts.wales with the evidence you hold so that we can advise further.

If your application is successful we will ask you to provide further details about your account. We will not be able to release any payments until we have received and checked this information. Any discrepancies will be taken seriously and investigated.

Submitting this information about your bank account is mandatory. We won't be able to accept your application without it.

¹ If the addresses on the bank statement and the application form differ please provide an explanation.

This edition: August 2018
