**BMet Employer Incentive Setup Form**

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| Dear EmployerAs you may already be aware, by recruiting an apprentice aged 16-18 you are entitled to the apprenticeship employer incentive payment. This is paid in 2x £500 instalments, the first after 90 days completion on programme and the second after 365 days. Details of this payment can be found on the Education & Skills Funding Agency (ESFA) guidance - [https://www.gov.uk/guidance/apprenticeship-funding-rules](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fapprenticeship-funding-rules&data=05%7C02%7CAlaco.Millard%40bmet.ac.uk%7C9bc69f7e706c40d7f03408dc758f3064%7C51aed29d2b2c40e1bc910a58503ecf06%7C0%7C0%7C638514505291767165%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C4000%7C%7C%7C&sdata=DLkHGbd11n%2F47GgI5BBoANH7%2B3WT2%2Bx5M2XrgKsVFDw%3D&reserved=0) (Page 57). In order for us to get the payment over to you, we require the attached ‘Employer Incentive Setup Form’ to be completed along with evidence of bank details to support. The evidence can be provided in the form of a blank cheque, bank details on company headed paper or the top of a bank statement for example.  Once you are setup on the College’s finance system, Leon Oakey from our Finance team, will be in contact via phone call on **0121 446 4545** to verify the details you have submitted. **Please be aware that we will not be able to process the payment until the BMet Apprenticeship Framework Agreement (Contract) has been signed and returned, Apprenticeship Service Account record is approved and the Employer Incentive Setup form is completed, evidenced and validated by our Finance team.**Please note - Failure to respond to requests for bank details/validation of bank details may result in any incentive payments being returned to the ESFA. For further information please see the latest DfE Apprenticeship Funding Rules[Apprenticeship funding rules - GOV.UK (www.gov.uk)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fapprenticeship-funding-rules%23to-2024-rules&data=05%7C02%7CAlaco.Millard%40bmet.ac.uk%7Cd1f26cd7c88148c12c4008dc7581ac38%7C51aed29d2b2c40e1bc910a58503ecf06%7C0%7C0%7C638514447022129002%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C4000%7C%7C%7C&sdata=Ma73LJYOcvL2AU8P7aD59iC9XleTMDAZ9GVFxZhiVXA%3D&reserved=0)Please feel free to contact me on 07393 147730 should you have any queries. |
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| **SECTION ONE** |  |
| **Company Details:** |   |
| Company Name: |   |
| Address: |   |
| Post Code:  |   |
| General Contact Number: |   |
| Finance Contact Number: |  |
| Purchase Order Email Address: |   |
| Remittance Email Address: |   |
| Company /Charity Registration Number (if applicable) |  |
| VAT Registration Number: |  |
| **Bank Account Details** |   |
| Bank Name: |   |
| Payee Name: |   |
| Bank Sort Code: |   |
| Bank Account Number: |   |
|  | **Please provide evidence of the above Bank details in any of the following formats: Company details on Company Letter-headed paper, a void cheque, the top of a bank statement. This is required to validate the details quoted on the form.** |
| **Declaration** |  |
| Form Completed By: |   |
| Position in Company: |   |
| Date: |   |

**FINANCE USE ONLY**

**SECTION TWO**

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| Check Employer does not already exist: |  |
| Have all questions been answered and evidence of bank account details been provided. |  |
| Staffing – names, roles and qualifications as appropriate to the contract: |  |

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| Approved/Rejected: |  |
| Finance Signature: |  |
| Date: |  |