

Guidance Document for Members **Bank transfer into share account**

Thank you for advising us that you wish to deposit monies into your share account by bank transfer. This document has been created to guide you through making a successful bank transfer to us. Please read and familiarise yourself with the following steps to avoid us not recognising your payment to us.

- 1. Step 1: give the payment a reference that we'll recognise and understand**
For us to locate your payment within our account you will be requested to enter a reference when making your bank transfer. As a minimum you should declare your **share account number and your surname** in the reference section of your bank transfer. Your share account number can be found within your share passbook.
- 2. Step 2: let us know**
As the payment does not go directly into your share account straight away, we need to be ready to expect your payment into our main membership share account. Please either send a confirmation email or phone us once you have made the payment so that we can ensure this is processed promptly for you. Contact details can be found at the bottom of this document.
- 3. Step 3: update your share book**
Please post us your share pass book to be updated with your investment and your new balance. Our freepost address can be found at the top of this document.

The Midcounties Co-operative Membership Bank Account Details

Account Number : 33723194
Sort Code : 20-53-63
Bank: Barclays
Branch: Ludlow

Thank you for your continued investment into the Midcounties Co-operative. If we can be of any further assistance please contact us using any of the methods below.

Our Contact details

Telephone 0800 435902 (Monday – Friday 8:30am – 5:00pm)

Email share.ledger@midcounties.coop