

Key Facts for Treasurers re Changes to CCLA Account Administration

- **Account reference numbers** will be changing. You will be informed of the new references once we have received them – this is likely to be after 17th July. The new account number will need to be quoted on all correspondence and requests to manage funds moving forward.
- CCLA will be changing their **bank account details** therefore all payments made to CCLA after 14th July should be made to the new bank details – details can be found here (<https://www.ccla.co.uk/resources/client-documentation>). If you have any existing templates or regular payments set up in your banking systems, please review these and delete any that contain the old bank account details. CCLA cannot guarantee the redirection of any funds sent to the incorrect account.
- For those dealing directly with CCLA, the forms used to deposit and withdraw funds will be changing. Please delete any old form templates you may have and use the new versions found on the website moving forward. <https://www.ccla.co.uk/resources/client-documentation>
- If you currently contact CCLA directly, the postal address and email address for instructions will be changing. The existing email address will continue to be in use for other queries.

New email address: cclaclientservices@fnztaservices.com

New postal address: CCLA
PO Box 12892
Dunmow
Essex
CM6 9DL

There are also some changes to fund names, interest calculations, dealing deadlines and methods of valuation. Please see the CCLA website for further details of these. Requests made via the Diocesan Board of Finance will continue to be dealt with within our existing timescales.

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