**Advance Payment Request**

Please be advised that all Advance Payment requests **must** be made in writing to the EYFundingTeam EYFUNDINGTEAM@sheffield.gov.uk and evidence will be required to support any request (as listed below).

Evidence required:

1. Why are you requesting an advance payment? (What are you planning to pay/buy using any advance payment?)
2. Please provide further evidence of any pending payments due to be made (such as if your request is to pay future salaries then please provide additional evidence of the previous month’s salary costs paid (bank statement as evidence) and evidence of any forecast payment for forthcoming salaries to be made
3. Please supply the forecasted FEL pupil hours that you may have claimed (via the Sheffield Provider Portal) for the upcoming termly payment or that you plan to claim

Please complete the table below, showing the number of pupils x hours claimed per week x number of weeks in the term for the advance payment request:

|  |  |
| --- | --- |
| **Funding Age** | **Forecasted FEL Hours, 15 pupils x 15 hours x 11 weeks** |
| **3&4YO Universal FEL hours** |  |
| **3&4 YO EFE FEL hours**  |  |
| **2YO FEL hours** |  |

Please send this completed form along with any additional evidence to the EYFundingTeam EYFUNDINGTEAM@sheffield.gov.uk