



Holding Account Service Agreement

PRO Disability will provide the following services:

Holding Account:

Your Budget money will be paid into a bank account opened for the purpose. We will make payments to all the people and companies that you need to pay to maintain the services you need (on condition you have sufficient funds available)

Statements:

We will provide you with monthly statements and we will also provide a final statement should your funding end.

We will provide your funder with details of your expenditure as and when they request this and make all supporting documents available to them as required.

Data Protection: We are committed to ensuring that your information is secure and we have suitable physical, electronic and managerial procedures in place to safeguard the information we collect. Our full Privacy Notice is available at <http://prodisability.org.uk/legal.html> or you can ask us to post or email you a copy.

Agreement:

I agree to provide PRO Disability, on a monthly basis, the following to enable them to carry out the service(s) required:

- Invoices for payment (we recommend that you authorise and sign invoices before sending them to PRO Disability).
- Details of any payments to Personal Assistants
- Details of any additional expenses to be reimbursed with all necessary receipts

And I note that by signing this agreement I am confirming that all payment requests (as per above) are in accordance with my health/care needs identified in my support plan.

Admin Fee: There is an initial set up fee and an ongoing monthly fee for this service which will be deducted from your Personal Holding Account at the end of each month, and transferred to PRO Disability's account. This will be visible on your monthly statements. Please contact PRO Disability for details of the charges.

Please note: Admin fees will be reviewed each year on 1st April.

Sign	
Name	
Date	