

Mencap Trust Company Ltd Trust Request form

Your Name		
Trust number		
Details of request		
Total cost of request		
Attached documents	Quotes <input type="checkbox"/> Holiday form <input type="checkbox"/> Other <input type="checkbox"/>	
Name of Payee		
Method of payment	Cheque	Bank transfer
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Account name: Sort code: Account no: Name of bank:
When will the payment need to be made?:		
Signed		
Print name		
Date		

Please send this form to mtc@mencap.org.uk

For office use only:

Date request was received	
Date request approved	
Date request sent to the board	
Date request approved by the board	
Date payment made	
Date funds acknowledged	
Date receipts/invoice received	

Can we help you make a request more easily?



Hello. My name is Valerie Kudjoe and I deal with your requests and make payments.

We know that people can find it tricky to make requests. The form overleaf should help.

The form gives the Trust Team all the information we need to consider a request.



Trust law is powerful, but it has to be used correctly.

- A request must be made, and it must be considered by Mencap Trust before you spend any money.
- If the request is approved the money is paid out.
- Evidence that the money was used as requested (i.e. a receipt) is sent to Mencap Trust.

People with trusts are lucky people, and a request can be for anything.



Please do not hesitate to contact the Trust Office if you have any questions.

Phone 020 7696 6932

Email mtc@mencap.org.uk

Address Mencap Trust Company, 123 Golden Lane, London, EC1Y 0RT

Too many families do not know about discretionary trusts, or think they cannot help them. Please let families know about Mencap Trust and what we do.