



**Group/branch Coordinator Instructions** - please read carefully before continuing with **paying BRAW 2025 deposits & balances.**

Please have non-refundable deposits and completed booking forms in by **Friday 1<sup>st</sup> April 2025**. Pay Headway UK as directed below and forward booking forms to either the BRAW Team or Maria Burnett. Final payments will be due to be paid by **Friday 2<sup>nd</sup> May 2025** with final details forwarded soon after.

For cheques, please ensure made payable to Headway the brain injury association; add details on back of cheque regarding attendee name, Headway Group or Branch name and code **BRAW 2025, Cost Centre SVS, Department BRW** and complete details on form below.

Please send cheques to Finance Department, BRAW 2025, Headway, Bradbury House, 190 Bagnall Road, Old Basford, Nottingham, NG6 8SF.

For BACS payments

Sort code 30 96 18

Account No 03772851

All correspondence **must have Ref no: BRAW 2025**. Payment will not be recognised by Headway UK if it does not have the ref no BRAW 2025

All Coordinators must complete form below and return via email to Maria when they send off any money in order that we can keep a paper trail of monies. When groups/branches pay by BACS they must set the ref as BRAW 2025. All must include in their email to Maria the group name, each person's name and amount as well as the method of payment.

**Headway UK and the Headway BRAW committee will not be responsible for any payments that cannot be traced due to not having all the relevant information required.**

If you do not have a Headway group/branch contact, please contact

**Maria Burnett, Network Support Co-ordinator - East of Scotland**  
[maria.burnett@headway.org.uk](mailto:maria.burnett@headway.org.uk)

**Mobile: 07826 519 567**

