Update your bank account details for GoCardless

If your school bank account details change, you will need to amend your GoCardless account to ensure that the funds continue to be transferred into your account. These details are not stored within BookingsPlus, so to do this log onto GoCardless using your details. Once done, click on **Business ▼** select 'Settings' and then 'Bank accounts' from the left hand menu. From the options on screen, you will be able to add your new bank account details. Please bear in mind that once done, this will be subject to a verification process by GoCardless, so there may be a temporary hold put on payouts into your school bank account.