SUMMARY OF CHANGES: Required for Signatories & Bankline Access on Imprest Accounts

Text

Description automatically generated

|  |  |
| --- | --- |
| SCHOOL/ESTABLISHMENT NAME |  |
| IMPREST ACCOUNT NUMBER |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: NATWEST AUTHORISED SIGNATORY REQUESTS**  **Please note all applications for a new NatWest signatories should also complete the Natwest Mandatory Control Panel (MCP) form.** | | | | | | |
| Signatories to be removed:- | Name | | Date Change required | |
|  | |  | |
| Signatories to be added:- |  | |  | |
| **SECTION 2: BANKLINE USER & ACCESS REQUESTS** | | | | | | |
| Bankline:  User details & access required | Name | E-mail Address & Telephone Number(s) | Access required for Bankline (please tick) | | | Date Required |
|  |  | Admin & BACS setup |  | |  |
|  | BACS Authoriser/ Approver |  | | RCO Limit (£) |
|  |
| Bankline: Amendments/removals to existing Users:- | Name | Change required | Bankline User ID | | | Date Required |
|  |  |  | | |  |

Signature(s) of authorised official existing signatories **(NB: 1 signature for removal/amendment of signatories/users and 2 signatures for addition of signatories/users)**:

Official name: ……………………………………….…..……… Official name: ………………………………………………..…

Official signature: ……………………………………………… Official signature: ………………………………………………