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



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

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| **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: ………………………………………………