

Your ref My ref Extension Date

November 2017

Dear Head teacher/School Business Manager,

Changing to a stand alone bank mandate

I am writing to inform you that we have been simplifying the arrangements for operating NatWest bank accounts for schools.

The majority of schools have been operating a stand-alone mandate with direct access to the bank. This speeds up the process of administering the account.

Could you please complete:

- A new bank mandate (copy attached)
- A covering letter confirming that the school's mandate will no longer be operated via the schedule and will operate on a stand-alone basis.

Please return the signed form and the letter to the mandate team at:

Mandate Processing Team
North of England Corporate Service Centre
Parklands, De Havilland Way
Norwich
Bolton
BL6 4YU

Guidance notes for completing the covering letter and for completing the bank mandate form

For the **covering letter** to be sent with the first Education Mandate:

Please find enclosed a new mandate for our account. Please note that we are being removed from the London Borough of Ealing Group Mandate Schedule to a stand-alone bank mandate with immediate effect. Please ensure your records are updated accordingly.

Tips for completing the form

There's guidance on the form itself, but the main things to remember are:

- If you need to correct something you've written on the form, please make sure they're initialled by the person who signs section 6. Otherwise the Bank can't accept the form and would need to send it back to you
- To update your accounts in the name of London Borough of Ealing re: THE SCHOOL only then put a cross in the box beside 2.2 and list the ones you want changed. Please make sure you also tell the Bank the total number of accounts you want amended at the end of the section. Please note this should NOT include any school fund accounts, they will need to be updated independently of the corporate accounts.
- If you're replacing your current signing rules, ensure you specify a rule for unlimited amounts when providing rules for amounts up to and including a specified value
- Make sure that you give the full name of any authorised signatories you want to add. That includes full first names and any middle names

Any questions?

In the meantime, if you have any questions or would like help with completing the form the Bank's Helpdesk is available on 0345 300 1836

Geraldine Chadwick

Children's and Adults' Services

Children's & Families
Senior Finance Business Advisor

