

# New Starter/Account Modification Form

School Name: \_\_\_\_\_

## **1. This application relates to the account listed below:**

Account Name: \_\_\_\_\_

Account Number:

Sort Code:

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## **2. Please confirm additional requirements:**

<input type="checkbox"/>	Authorise BACS	<input type="checkbox"/>	View balances + statements
<input type="checkbox"/>	Import BACS	<input type="checkbox"/>	Upload Payments
<input type="checkbox"/>	Remove user		

## **3. Full name of existing account user being removed:**

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## **4. Please confirm additional user details:**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Permanent:  Temporary:  Start date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

## **5. School Information:**

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone no: \_\_\_\_\_

## **6. Confirmation:**

Head Teacher: \_\_\_\_\_ Signed: 

X
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Date: \_\_\_/\_\_\_/\_\_\_

Please return this form to Jessica Rolle

Email: [Jessica.rolle@learningtrust.co.uk](mailto:Jessica.rolle@learningtrust.co.uk)

Tel: 0208 820 7623

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