**RESOURCES DEPARTMENT**

##### FORM: BANK1

###### School Bank Account Details

1. This form should only be completed by schools operating accounts with ‘approved’ banks or building societies. A current list of approved banks and building societies is available from Schools Finance Support. Written approval from the Local Authority’s Chief Finance Officer must be obtained **before** opening accounts with ‘unapproved’ institutions.
2. A separate form should be completed for each account operated by the school.

**School Name:**

**Bank or Building Society:**

**Branch Address:**

Postcode

**Sort Code Number**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | - |  |  | - |  |  |

**Account Number:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**Title of Account:**

Is this a current account If not, please specify type

Signatories to the Account

Name (Please print clearly) Position Specimen Signature Limit (£)\*

\*If there is a cash limit for each signatory, please specify in this column.

What is the combination of signatures required on each cheque? (NB: minimum of 2 required)

Is this the **one** account into which reimbursements for VAT etc and payments of budget share are to be paid?

(Please tick. NB: If you tick ‘Yes’, we will disregard previous instructions.)

Yes No

***I certify that the details on this form are correct:***

**Signed Position Date**

Please email completed form to: [schools.finance@nottinghamcity.gov.uk](mailto:schools.finance@nottinghamcity.gov.uk)