****

**Instructions for new bank forms – October 2014**

1. **Local Authority Mandate** - Use this form for new accounts or if all signatories on the account need to be changed or replaced at the same time.

1.1 Authority / Council details input Luton Borough Council
1.2 Account Name in Full input Re - school name

2.1 Tick Box and input Account Number
2.2 Leave Blank

4. Tick 2 Authorised signatories
 For amounts up to - This has normally been agreed by the School Governors.

5. Add New Signatories

6. Do not complete Section 6 of the form as this needs to be signed by the Chief
 Accountant, Tracy Stone at LBC.
2. **Change of Signing Authority Local Authority** - Use this form for removing or replacing or an additional signatory.

1.1 Authority / Council details input Luton Borough Council
1.2 Account Name in Full input Re - school name

2.1 Tick Box and input Account Number
2.2 Leave Blank

4. Tick 2 Authorised signatories
 For amounts up to - This has normally been agreed by the School Governors.

5. Add New Signatories

6. Do not complete Section 6 of the form as this needs to be signed by the Chief
 Accountant, Tracy Stone at LBC.

Please return completed forms to Lorraine Byrne, Apex House, 30 Upper Goerge Street, Luton, LU1 2RN. If you have any queries completing the form please contact Lorraine on 01582 548072.