

BANKLINE USER SETUP FORM

School Access & Maintenance Request • Finance & Operations

Instructions: Please complete all sections to add, modify, or remove Bankline users for your school. Once signed by an authorised signatory, return this form to your Local Authority Finance Team.

1. SCHOOL INFORMATION

School Name			
Account Number		Sort Code	
Address		Contact Phone No.	

2. REQUEST TYPE

Request Type	☐ Create New User ☐ Amend Existing User ☐ Delete/Deactivate User ☐ Order Smartcard		
Existing User ID	(If amending/deleting)	Effective Date	

3. USER PERSONAL & CONTACT DETAILS

Title (Mr/Mrs/Ms)		Job Title / Role	
First Name(s)		Last Name	
User Work Email (Smartcard and activation details will be issued to this email address)			
Direct Telephone No.			

4. USER ACCESS PROFILE & ROLE ASSIGNMENT

Please tick the box for each required service function:

School Bankline Service / Function	Enable Access
Account Information & Statements	☐
Import BACS from Financial Systems	☐
Standard Payments Authorise	☐
BACS Authorise	☐

5. SCHOOL AUTHORISATION & SIGN-OFF

School Declaration: We request that Bankline access be granted/amended as indicated above in accordance with the school's financial delegation powers. We confirm that the user details provided above are correct and that the user is authorised to perform the selected functions.

Authorised Signatory (e.g., Headteacher /Deputy Headteacher)

Full Name		Job Title	
Signature		Date	