Guidance notes for completion of onecard application

These notes are intended to provide a step-by-step guide to applying for a onecard.

Three forms need to be completed and returned to Schools Financial Services:

1- Cardholder application form
2- KCC Schools onecard Authorisation Form
3- Employee Agreement

<u>Form 1</u> - Cardholder Application Form

Section 1 – Billing Unit details

Business/Organisation Name and Billing Unit name need to be completed with the school's name.

Ensure the Billing Unit Number and Reporting Unit name are left blank. This is for Schools Financial Services to complete.

Section 2 – Cardholder details

Please complete with full name details.

The applicant should put their **home** address including postcode (for identity checking purposes only). Please also complete country of residence, nationality and date of birth.

A mobile number and e-mail address must be supplied so that a 6-digit one-time-passcode (also known as an OTP) can be sent to the cardholder when making online transactions. Any applications without a mobile number may be rejected.

It is essential the applicant puts in a Security Password as it will be required if they need to contact NatWest directly. It is the cardholder's responsibility to retain the password safely. No record of passwords will be kept by Schools Financial Services.

Correspondence address:
The applicant **must** put the school address here. This is the address NatWest will use for sending out cards and PIN letters.

Section 3 – Cardholder details to be specified by the company/organisation

The applicant must specify a Monthly Limit but the Single Transaction Limit is optional. These limits must agree with the amount on the KCC Schools Authorisation Form.

NB Cardholder reference number is not relevant and does not need to be filled in.

Section 4 – for information

Section 5 – Authorisation by the business/organisation

To be completed by Schools Financial Services – please leave blank.

Direct Debit instruction

A direct debit form only needs to be completed if the onecard being applied for is the first one in the school. In May 2021, the majority of schools were set up with an account (or billing unit) and the direct debit instruction was set up at that point.

If this is the first onecard in the school or if the school has changed their bank account, please contact Schools Financial Services for a direct debit form. This needs to be completed with the school's bank account details, with the account name being KCC re and the school's name (not the applicant's name). The direct debit form needs to be signed by **two** current signatories on the bank account and dated.

Merchant Category Blocking Form

Cash withdrawals are automatically blocked on all onecards. If additional categories need to be blocked, please print this form and write in applicant's name in Section 5.2 and cross any categories in Section 5.3 that the school does not want the cardholder to use.

***Form 2* - KCC Schools – Authorisation Form**

Put the *monthly (in all cases)* and *single transaction (if applicable)* limit here as shown on the main Application Form.

The form should be signed by the Headteacher for a member of staff or by the Chair of Governors or Chair of the Management Committee if the proposed cardholder is the Headteacher.

***Form 3* - onecard Employee Agreement**

The applicant should read the document and then fill in their name at the top and sign and date at the bottom to accept the terms and conditions.

Please return all completed forms to Schools Financial Services:

Scan and e-mail to: schoolsfinancialservices@theeducationpeople.org

However, if you are unable to send us pdf copies by e-mail, please contact us to let us know and we will provide you with a postal address, as this has changed. Unfortunately, forms sent in the post cannot be processed immediately.

NB Please do **not** send the application direct to NatWest. Any forms sent direct to NatWest will be rejected and will need to be completed again.

Please contact Schools Financial Services if you have any queries or need to make any changes to limits or transaction blocks once you have received your card.
Tel: 03301 651 001

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