|  |  |
| --- | --- |
| **School name:** |  |
| **DfE number:** |  |
| **Last four digits of card number:** |  |
| **Current name on card:** |  |
| **New name on card:** |  |
| **Cardholder’s new signature:** |  |

**I confirm that I have seen the official document and signed to certify the attached copy is a true copy of that document.**

**Signed: …………………...………………**

**Print name: …………………...………………**

**Designation: Headteacher / Chair of Governors**

**Date: …………………...**

**Please email documentation to** **schoolsfinancialservices@****theeducationpeople.org**