

**NOTIFICATION OF CHANGE OF  
LOCAL BANK ACCOUNT DETAILS (MAIN ONLY)**

DfE Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

Effective date of change: \_\_\_\_\_

New Banking Provider: \_\_\_\_\_

New Sort Code: \_\_\_\_\_

New Account Number: \_\_\_\_\_

Retain NCC Direct Debit for new account?      Keep/Cancel/Not applicable(\*)

New VAT number (academies only) \_\_\_\_\_

Signed: \_\_\_\_\_  
(Headteacher/School Business Manager)

Date: \_\_\_\_\_

**Note:      Two months notice is required to guarantee payment of local authority bank advances.**

**Reminder:    Have you notified these details to all direct debits/standing order recipients etc? We will amend all NCC records.**

Completed form is to be sent to:

LGSS Schools Finance  
John Dryden House, 8-10 The Lakes  
Northampton, NN4 7YD

(\*) Delete as applicable

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**For LGSS official use only:**

Date received: \_\_\_\_\_

Academy Converter:                      Yes/No

Banking Database updated: \_\_\_\_\_                      Initials and Date

Supplier Maint Form completed \_\_\_\_\_                      Initials and Date

Copy to Data Team (for DD): \_\_\_\_\_                      Initials and Date

Direct Debit Updated: \_\_\_\_\_                      Initials and Date