

Schools Financial Services

Guidance for completion of
onecard application

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1 Cardholder Application Form

Section 1 – Billing Unit Details

The Business/Organisation Name and Billing Unit name need to be completed with the schools name.

If you're unsure what the schools Billing Unit number is, please leave this blank and it will be completed on your behalf.

Section 2 – Cardholder details

Ensure that this section is completed in full.

The applicant should put their home address including post code in the residential address section (for identity checking purposes only). Please also complete the 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 that the applicant puts in a Security Password. This is used if the cardholder is required 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.

In the Correspondence address fields, the school address must be entered here. This is the address NatWest will use to send out cards and PIN letters along with any other communication.

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.

Note: Cardholder reference number Is not relevant and does not need to be filled In.

Section 4 – How we will use and share your Information

This section Is purely for Is purely for Information purposes.

Section 4 – Authorisation by the business/organisation

This to be completed by Schools Financial Services, please leave blank.

2 Merchant Category Form

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

3 Authorisation Form

This form needs to be completed in full, including a monthly limit and single transaction limit which match the values on the application form.

The form should be signed by the Headteacher in all instances except for If the application is for the Headteacher. If the application is for the Headteacher, the form needs to be signed by the Chair of Governors.

4 Onecard Employee Agreement

The applicant should read the document and then fill in the school name and applicants name at the top, followed by sign and dating at the bottom to accept the terms and conditions for the use of the onecard.

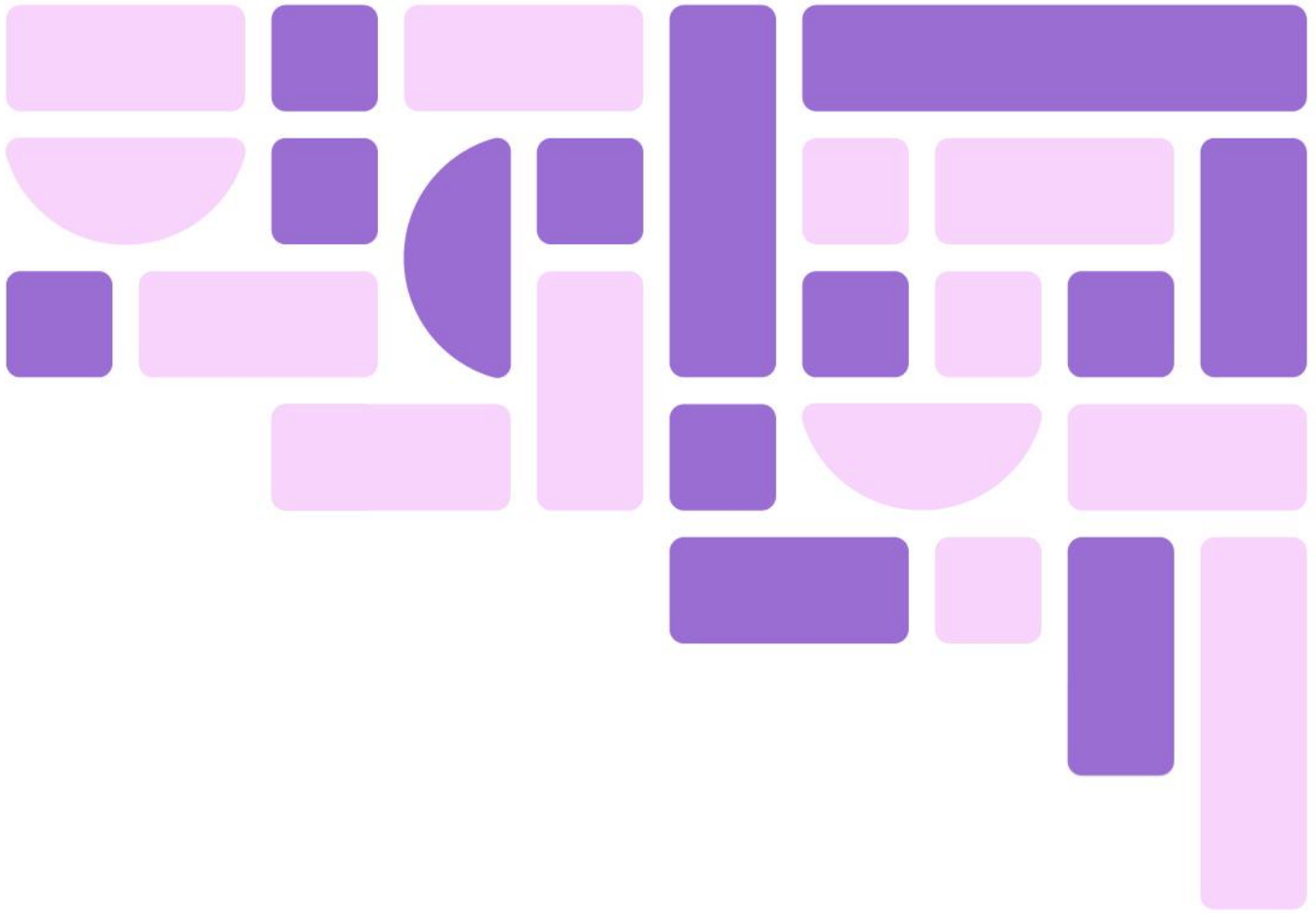
5 Direct Debit Instruction

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

6 Other Information

Please ensure all forms are scanned and emailed to schoolsfinancialservices@theeducationpeople.org.

Please do **not** send the application directly to NatWest. These will be rejected and will need to be submitted via us again.



Thank you

For additional information, please contact us below.



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