



Application to open an account

If you are applying for a Select Account, please remember to enclose a cheque for a minimum of £10 in respect of your initial deposit

Thank you for choosing Unity Trust Bank.

We hope you find this application form straightforward and easy to use. If you have any queries, need help to complete this application or would like a copy in large print please call us on **0845 140 1000**.

Please read the guidance notes provided within this application before completing the application form.

Please complete all sections of this form in **BLOCK CAPITALS** and **BLACK INK**.

Please send the completed application form and all accompanying documents to FREEPOST BM513, Unity Trust Bank Plc, Nine Brindleyplace, Birmingham, B1 2BR

For bank use only:



www.unity.co.uk

Unity Trust Bank is authorised and regulated by the FSA, no. 204570
Registered in England and Wales, no 1713124.
Registered office: Nine Brindleyplace, Birmingham, B1 2HB

Application checklist:

To enable us to open your account, please ensure that you have completed all sections of this application form and enclose the complete set of information requested below, as it applies to your Organisation. Please tick the option that best applies to your Organisation.

- For Registered Charities in England, Scotland, Wales and Northern Ireland and Charitable Trusts**
 - We require a copy of the Constitution or Rules or a copy of your Trust Deed
- For Charitable Industrial & Provident Societies, Community Benefit Societies, Regulated/Unregulated Industrial & Provident Societies***
 - We require a copy of the I & P Certificate
 - We require a copy of your Constitution or Rules
- For Friendly Societies***
 - We require a copy of the Constitution or Rules
- For Co-operatives and Credit Unions in England, Scotland, Wales and Northern Ireland***
 - We require a copy of the Constitution or Rules
- For Town Councils, Parish Councils and in Wales, Community, Town or City Councils**
 - We require a letter on headed paper with a copy of the minutes outlining your decision to bank with Unity Trust Bank

*Please ensure you enter all relevant regulated registration numbers in the boxes available on page 1.

- For Unregistered Charities in England, Scotland, Wales and Northern Ireland and Charitable Trusts**
 - We require a copy of the Constitution or Rules or a copy of your Trust Deed
- For Voluntary Organisations, Unincorporated Organisations, Clubs & Societies, Scout groups, Local Community groups, Study & Projects Groups, Mutual Societies, Political Parties, Campaign Accounts, Community Amateur Sports Clubs (CASCs) Registered Social Landlords and Residents Associations, Religious/Faith Based Organisations**
 - We require a copy of your Constitution or Rules

For all organisations, where you are an established organisation, we require copies of your last three months bank statements.

I enclose copies of our last three months bank statements

If you are a new or start-up organisation, please supply a copy of your Business Plan, budget or any grant application form.

I enclose a copy of our Business Plan, Budget or grant application form

If you do not have one of these three documents, please supply on a separate sheet, information on how you will finance your organisation, eg by fundraising, donations or subscription. We will also be looking for information on what you will be spending your money on. Please call one of our Account Opening team on 0845 140 1000 if you need any help, advice or guidance.

If your type of organisation is not listed above, we do not require you to send any supporting documents at this stage however we may contact to ask you for further clarification on the information that you have supplied on the form. We may also ask you to supply further detailed information, especially about your finances and how you will be funded. If you have any questions before submitting the form, please ask your Development Manager or call one of the Customer Services team on 0845 140 1000.

Note: If you are applying for a Select Account, please also remember to enclose your initial deposit of £10.

Please send the completed application form and all accompanying documents to FREEPOST BM513, Unity Trust Bank Plc, Nine Brindleyplace, Birmingham B1 2BR.

Guidelines on completing the application form

Thank you for choosing to bank with Unity Trust Bank.

The application process

We need all of the relevant sections to be completed in full and for all of the supporting documents to be sent to us so we can open your account. Please check these before you send in your application form, as we cannot process your application without them. Please refer to the checklist on the inside cover of this application to make sure you have included everything.

What happens next

When we receive your completed form, we will first check to see that all the necessary information has been completed. If there is any missing information we will try to contact you by phone first, only writing to you if we do not get a response.

If everything is complete we will start to process your application. As a final check we will write to you and follow up with a phone call to activate your account, confirm all your details are correct and that you are happy with everything.

Your stationery (cheque book and paying-in book) will be sent to you separately once you have activated the account. Please contact us if you have not received them within seven working days from being informed that your account is active.

If you are transferring from an account with another bank, it is a good idea to keep funds in that account to cover any payments, such as cheques, Direct Debits and Standing Orders. We will let you know once the transfer has been completed.

Completing the form

Organisation Details and Declaration (pages 1, 2 and 3)

This section gathers the important information about your Organisation.

The Key contact is the person to whom all correspondence and any queries we have in connection with the account opening will be directed.

We ask you to answer some questions about your organisation so we can confirm that you fit with our values. See page 3 for details.

We ask you to complete and sign a declaration confirming that all of the details provided by you on pages 1, 2 and 3 are true and accurate in all respects. The declaration must be signed by two authorised people from your organisation.

Banking Requirements (page 4)

This is where we will ask you about the type of account you want to open. Details of our accounts can be found on our website www.unity.co.uk or to discuss your requirements please call us on 0845 155 3355.

Statements

We will e-mail your statement to you and any other nominated recipients on the date of your choice. Your statements will be available to view for up to six months, although you will be able to save them to your computer and avoid the need to obtain copy statements.

Prepaid Card

The ALTO MasterCard® prepaid card offers you a number of advantages over cash;

Convenience – it allows your organisation to carry out its day to day activities without the need to manage a petty cash or an encashment facility.

Expense Management – it can reduce back office administration by tracking expenses through detailed transactional spend, which is available on-line.

Security – the ALTO card is a safe alternative to cash – it can be stopped if lost or stolen.

Money management – as this is a prepaid card, not a credit card, the cardholder can only spend up to the amount of the balance you have loaded onto the card and you control how much each cardholder has loaded onto their individual card.

To apply for an ALTO MasterCard prepaid card for your organisation (except Credit Unions) please complete the fields on page 14. If you are a Credit Union please download a Consumer ALTO prepaid card application form from our website.

Paying into your bank account

Cheques – we will send you a supply of prepaid envelopes to enable you to pay CHEQUES directly into your account.

Petty Cash – we can also provide you with our ALTO prepaid MasterCard® which will enable you to manage most of your office expenses without the need to collect and hold large amounts of petty cash. Contact Cardholder Services on 0845 155 9876 for more details.

Cash – To pay in cash, we will need to set up a formal agency arrangement with an nominated Post Office® or high street bank of your choice. You can download a form from our website www.unity.co.uk.

Personal details of signatories (pages 5 and 6)

This section should be completed by anyone who you want to have access to your account(s), and authorise payments by being a signatory of the account.

Statute relating to money laundering, mean that we have to undertake a number of searches on people who have access to your funds. Normally we can undertake these checks electronically, however, we may ask for further documentary evidence over and above that requested on this form.

If the searches are not successful for each signatory, we need to receive some form of personal identity confirmation and evidence of their address. We will tell you if we need this. Unfortunately, we will not be able to allow you to operate your account until we have been able to establish the identity of all signatories on your account. By completing this form, all signatories are deemed to have read the information on Confirming Identity information on page 5 of this application, and agree to our searches.

Resolution (page 7)

Because you are applying for a bank account on behalf of an organisation rather than as a private individual, it is important for us to ensure that your Organisation has passed the correct resolution authorising you to bank with us. Please ensure that you obtain certification countersigned by your chairperson and the secretary or other authorised person. We require two people to sign the resolution.

You **must** state how many signatories you have on your bank account.

IMPORTANT – Please refer to the checklist on the inside cover of this application to ensure you have enclosed all the required documents.

Mandate (page 8)

This is a key section of your application form as this is what we use to check and verify the people who are authorised to instruct us to act on behalf of your organisation.

Signatures are held on our records to validate subsequent transactions on your account so it is important that you sign in black ink and within the signature box.

All signatories will automatically be granted access to our Telephone Banking service. They will receive confirmation of this by letter and will be required to contact us to provide a password for security before accessing the service.

If there is not enough space for all of your signatories, please take a photocopy of the page to add additional signatories.

Directors & Shareholders (page 9)

UK Money Laundering regulations require us to make checks on all Directors and/or Shareholders and beneficial owners who hold more than 25% of the total shares.

You only need to complete the details of the Directors/Shareholders if they are not already listed in pages 5/6 as approved signatories.

If there is not enough space for all of your Directors/Shareholders, please take a photocopy of the page to add additional Directors/Shareholders.

Internet Banking Service (pages 10 and 11)

We offer a number of options to suit your specific requirements for both internal and external payments.

Single Allows payments to be input and paid by one user (VSA)*

Dual Allows payments to be made, where one user (VS)* or (VSA)* inputs the payment and a second user (VSA)* approves and makes the payment

Triple Allows payments to be made, where one user (VS)* or (VSA)* inputs the payment and two separate users (VSA)* approve and make the payment

It is not recommended that you use the Internet Banking Service as a means of making salary or high volume payments. If you do need to make salary or high volumes of payments we have our Unity e-Payment service to meet your needs. Please call us on **0845 140 1000** and we will be able to discuss your specific needs and arrange the service most suitable for you.

We ask you to specify the details of all users you wish to grant access to Internet Banking, both signatories and non-signatories. A non-signatory is someone who you wish to have access to your account details, but who will not be able to authorise the payment of funds, such as a bookkeeper. For each user, please state the level of access required, along with a memorable name which will be used as a security check the first time they log in.

Because we will act on instructions to pay money from your account using the Internet Banking Service, it is important that you certify on this page that you have read and understood our terms and conditions relating to Internet Banking and that this is signed in accordance with the Mandate on your account.

* (VS) - View and Submit * (VSA) - View, Submit and Authorise

Account Transfer Request (page 12)

You would use this section if you have an existing account with another bank that you are going to transfer to us, and then subsequently close.

If you have ticked the box to confirm you have active Standing Orders and Direct Debits with your existing bank, when we receive your completed application we will write to your existing bank and ask that they send us a list of all active payments. We will send these on to you and ask that you confirm that they are all still valid and current so we can set them up on your new account. We will then ask that your existing bank transfers the funds in your account(s) to your new Unity Trust account(s) and then close your account(s) with them.

On occasions there will be un-presented cheques that are sent to your old bank, which we will ask them to forward on to us. We suggest that you keep sufficient funds in your existing account to cover any Standing Orders or Direct Debits that may still be presented whilst your account is being transferred over to us.

If you have any questions in regard to the account transfer process and how it is progressing, please call us on **0845 140 1000**.

ALTO MasterCard® Prepaid Card (page 14)

Please complete this page if you would like to apply for the ALTO MasterCard prepaid card for your organisation. It has many benefits for your organisation please see the section on 'prepaid card' on page 4 of this application for more information.

How did you first hear about Unity Trust Bank?

Transaction Details – Please provide estimated **monthly** averages

Monthly averages

Bank use only

Incoming	Cheques	Cash (notes & coins)	BACS	Foreign transactions	CHAPS
Number					
Amount					

Outgoing	Cheques	Cash (notes & coins)	BACS	Foreign transactions	CHAPS
Number					
Amount					

If you will be making or receiving foreign payments, please advise which countries these will be to/from and the expected frequency and value:

Please note that we are prohibited by law from sending payments to certain countries. These vary from time to time. Please contact us for details.

Existing or projected annual income £

Existing or projected annual expenditure £

How are you funded? (if applicable)

Grant Funded If so, from where? _____

Charges for service If so, what type? _____

Other Please specify _____

Existing Bank account details

Yes, we have an existing bank account (*please tick*)

Name of bank

If you do NOT have any Standing Orders or Direct Debits to transfer, you can simply write a cheque for the full balance of your account and forward it to us with your application form. We will process this cheque on completion of the opening of your new account with us.

We do not have an existing bank account (*please tick*)

If you would like us to transfer your existing bank account(s) please complete page 12.

Please complete in **BLOCK CAPITALS** and **BLACK INK**

What does your Organisation do?

How does your Organisation meet its objectives?

We will not deal with any organisation which we believe supports or is engaged in activities which:

- do not respect or value human rights
- discriminate on the basis of race, religion or sexual orientation
- are undemocratic or intolerant of others' views, or which use intimidation or violence as a means to achieve business ends
- do not support the formal organisation of labour within the workplace
- are extremist
- are directly involved in the manufacture of arms or explosives.

Additionally, we won't deal with any organisation which is based overseas. And, because we want to see a prosperous and vibrant UK economy, we will not outsource any of our (EU) operational requirements offshore.

Does your organisation have the powers to borrow? YES NO

Please remember to send the relevant documents relating to your organisation, which are detailed on the checklist on the inside front cover of the application.

Declaration (to be signed by TWO authorised people)

We hereby confirm the details given on pages 1, 2 and 3 are true and accurate records in all responses.

Chairperson or authorised person of the Organisation.

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>				
	<input type="text" value="signature"/>			Date of signing	<input type="text"/>

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>				
	<input type="text" value="signature"/>			Date of signing	<input type="text"/>

Type of accounts

What type of account(s) do you require

Please tick below the type of account you would like to apply for, can find details of our accounts on our website at www.unity.co.uk. Alternatively, if you would like to discuss your requirements please call us on **0845 155 3355**.

Current Account

Select Account Small Organisation Custom Account Custom Account
 Tailored Current Account (local councils only) Other

Deposit Account

Tailored Deposit Account Credit Union Development Fund Account (Credit Unions only) Other

If you have ticked one of the 'other' boxes, please state below the type of account you wish to apply for:

Statements

On-line Statements

We will email monthly statements to the nominated 'key contact' for your Organisation identified on page 1 of this application. In addition, you can also nominate up to three other people from your Organisation to receive copy statements by e-mail.

To do this, please complete their details below:

Full Name	E-mail address

You will receive your on-line statements monthly. Please state your preferred date D D

Paying into your bank account

Cheques – we will send you a supply of Prepaid envelopes to enable you to pay CHEQUES directly into your account.

Petty Cash – we can also provide you with our ALTO MasterCard® prepaid card which will enable you to manage most of your office expenses without the need to collect and hold large amounts of petty cash. See the enclosed leaflet or contact Cardholder Services on 0845 155 9876 for more details.

Cash – To pay in cash, we will need to set up a formal agency arrangement with a nominated Post Office® or high street bank of your choice. **You can download a form from our website www.unity.co.uk**

Prepaid Card

We offer our ALTO MasterCard prepaid card which is ideal as a replacement for petty cash. The ALTO card has a number of other advantages over handling cash:

Convenience – it enables your organisation to carry out day to day activities without the need of having to manage petty cash or an encashment facility. Transactions via the internet and telephone can be made easily and securely.

Expense management – it can reduce back office administration by tracking expenses through detailed transactional spend, available on-line.

Security – prepaid cards are a safe alternative to cash – they can be 'stopped' if lost or stolen.

Money management – as this is a prepaid card, not a debit or credit card, the cardholder can only spend up to the amount of the balance you have loaded onto the card and you control how much each employee has loaded onto their individual card.

To find out more about the ALTO card, see the enclosed leaflet or contact ALTO Cardholder Services on 0845 155 9876. Alternatively, you can download an application for an ALTO MasterCard prepaid card(s) from our website www.unity.co.uk, or complete the application form on page 14.

Confirming Identity: To assist in identifying you and in order to prevent fraud, we may use information from the Electoral Register and we may make searches at fraud prevention agencies. The agencies used will record details of the search type and keep these details on their records for twelve months, whether or not this application is accepted. Any of this information may be used for identification purposes and the prevention of money laundering as well as the management of your account.

In common with other financial institutions, Unity Trust is required to follow detailed procedures to validate the identity of all signatories / Directors / Shareholders and day-to-day contacts held with the Bank. We may ask for further information over and above that on this application form. For each signatory we require personal identity and evidence of address documents (please refer to the Proving Your Identity leaflet for more information). If our requirements are not satisfied and funds are lodged we may suspend operation of the account until we are able to establish identity in line with these requirements.

By completing this form you are deemed to have read the above information and agree to the searches.

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	Nationality	<input type="text"/>	<input type="text"/>	<input type="text"/>
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address line 3	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime phone number <i>including area code (landline only)</i>	<input type="text"/>	How long have you lived at your current address?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address (if moved in the last 3 years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you are already a signatory on another Unity account please state the account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	Nationality	<input type="text"/>	<input type="text"/>	<input type="text"/>
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address line 3	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime phone number <i>including area code (landline only)</i>	<input type="text"/>	How long have you lived at your current address?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address (if moved in the last 3 years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you are already a signatory on another Unity account please state the account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DATA PROTECTION AND MARKETING



The information on this form may be used for statistical analysis or for marketing purposes such as identifying other products and services which may be of interest to your Organisation. These products and services may be offered by letter, telephone, e-mail or other reasonable means of communication by the Bank. We will not send your information to third parties. Personal contact information will not be used for marketing purposes unless it is entered into the main contact section on page 1.

If your Organisation does not want to receive marketing information, please tick this box

Title Forename Middle Initials

Surname Date of Birth

Position Nationality

House/Flat no. Address line 1

Address line 2

Address line 3 Postcode

Daytime phone number How long have you lived at your current address?

including area code (landline only)

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on another Unity account please state the account number

Title Forename Middle Initials

Surname Date of Birth

Position Nationality

House/Flat no. Address line 1

Address line 2

Address line 3 Postcode

Daytime phone number How long have you lived at your current address?

including area code (landline only)

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on another Unity account please state the account number

Title Forename Middle Initials

Surname Date of Birth

Position Nationality

House/Flat no. Address line 1

Address line 2

Address line 3 Postcode

Daytime phone number How long have you lived at your current address?

including area code (landline only)

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on another Unity account please state the account number

The undersigned have read the paragraphs under the heading "Confirming Identity" on page 5 and confirm that Unity Trust Bank is authorised to search any fraud prevention agency and to keep a copy of that search and make any other enquiries Unity Trust Bank believe is necessary to confirm my identity and any information given in this application. We understand that Unity Trust Bank will not use my personal details for marketing purposes.

By signing this mandate you will automatically be registered as an authorised Telephone Banking user.

SIGNING AUTHORITY

Please tick the level of signing authority required for operating the account(s)

Any two signatories must sign

All signatories listed must sign

or enter correct details here

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Bank use only

Title

Forename

Surname

If you are a Director or Shareholder, please tick here

signature

IMPORTANT: Please keep within the border using black ink only

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Bank use only

Title

Forename

Surname

If you are a Director or Shareholder, please tick here

signature

IMPORTANT: Please keep within the border using black ink only

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Bank use only

Title

Forename

Surname

If you are a Director or Shareholder, please tick here

signature

IMPORTANT: Please keep within the border using black ink only

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Bank use only

Title

Forename

Surname

If you are a Director or Shareholder, please tick here

signature

IMPORTANT: Please keep within the border using black ink only

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Bank use only

Title

Forename

Surname

If you are a Director or Shareholder, please tick here

signature

IMPORTANT: Please keep within the border using black ink only

Please complete the names of all Directors and Shareholders and any beneficial owners of the Organisation who hold over 25% of shares, **who are NOT signatories on the Mandate.**

Should you require more space please photocopy this page before completing it.

Confirming Identity: To assist in identifying you and in order to prevent fraud, we may use information from the Electoral Register and we may make searches at fraud prevention agencies. The agencies used will record details of the search type and keep these details on their records for twelve months, whether or not this application is accepted. Any of this information may be used for identification purposes and the prevention of money laundering as well as the management of your account.

In common with other financial institutions, Unity Trust is required to follow detailed procedures to validate the identity of all signatories / Directors / Shareholders and day-to-day contacts held with the Bank. We may ask for further information over and above that on this application form. For each signatory we require personal identity and evidence of address documents (please refer to the Proving Your Identity leaflet for more information). If our requirements are not satisfied and funds are lodged we may suspend operation of the account until we are able to establish identity in line with these requirements.

By completing this form you are deemed to have read the above information and agree to the searches.

Title Forename Middle Initials

Surname Date of Birth

Position Nationality

House/Flat no. Address line 1

Address line 2

Address line 3 Postcode

Daytime phone number How long have you lived at your current address?

including area code (landline only)

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on another Unity account please state the account number

signature

Title Forename Middle Initials

Surname Date of Birth

Position Nationality

House/Flat no. Address line 1

Address line 2

Address line 3 Postcode

Daytime phone number How long have you lived at your current address?

including area code (landline only)

Previous Address (if moved in the last 3 years)

Postcode

If you are already a signatory on another Unity account please state the account number

signature

Internet Banking Services will commence once we have activated your account and have written to you with notification of your Internet Banking registration.

ACCESS LEVELS*

- V – View only** allows the user to view accounts
- VS – View and Submit** as well as having the same rights as a **V** user, this status allows the user to **input** payments
- VSA – View, Submit and Authorise** as well as having the same rights as a **VS** user, this status allows the user to **approve and make** payments

We will automatically grant you the same approval levels to **ALL** linked accounts detailed on your application form unless you tell us differently in writing.

INTERNET SECURITY

In order to access Unity Trust Bank’s Internet Banking Service you will need to register a memorable name (minimum of 3 characters) which will be used for identity purposes when registering your security login details. Please write your memorable name below –this is unique to you, and can be changed once your account is open.

USER DETAILS – Please list all users

Full Name	Memorable Name	Choose your Access Level (circle appropriate level)
1.		V – VS – VSA
2.		V – VS – VSA
3.		V – VS – VSA
4.		V – VS – VSA
5.		V – VS – VSA
6.		V – VS – VSA
7.		V – VS – VSA

APPROVAL LEVELS

Please ✓ one option for each level of approval you require for internal payments and for external payments.

INTERNAL PAYMENTS

Internal payments are transfers made between linked accounts, held by Unity Trust Bank, to which you are authorised

EXTERNAL PAYMENTS

External payments are Bill or Standing Order payments made to organisations where accounts are held outside of Unity Trust Bank

NOTE: It is not recommended that you use this service for salary or high volume payments. If you do need to process salary payments or have large volumes of regular payments, please call us on 0845 140 1000 to find out about our Unity e-Payment service which may be more suitable for your needs.

		INTERNAL ✓	EXTERNAL ✓
Single	Allows payments to be input and paid by one user (VSA)*	<input type="checkbox"/>	<input type="checkbox"/>
Dual	Allows payments to be made, where one user (VS)* or (VSA)* inputs the payment and a second user (VSA)* approves and makes the payment	<input type="checkbox"/>	<input type="checkbox"/>
Triple	Allows payments to be made, where one user (VS)* or (VSA)* inputs the payment and two separate users (VSA)* approve and make the payment	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION (Signed in accordance with the mandate on page 8)

We confirm that the details on this are correct and agree to notify the Bank of any changes therein.

Title	<input type="text"/>	Forename	<input type="text"/>	signature
Surname	<input type="text"/>			
Title	<input type="text"/>	Forename	<input type="text"/>	signature
Surname	<input type="text"/>			
Title	<input type="text"/>	Forename	<input type="text"/>	signature
Surname	<input type="text"/>			

Should you require more space, please photocopy this page before completion.

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Bank use only

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>			Date of Birth	<input type="text"/>
Position	<input type="text"/>			Nationality	<input type="text"/>
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>				
Address line 3	<input type="text"/>			Postcode	<input type="text"/>
Daytime phone number	<input type="text"/>			How long have you been at your current address?	<input type="text"/>
<i>including area code (landline only)</i>					
Previous Address (if moved in the last 3 years)	<input type="text"/>				
<input type="text"/>					
<input type="text"/>					
signature					

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Bank use only

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>			Date of Birth	<input type="text"/>
Position	<input type="text"/>			Nationality	<input type="text"/>
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>				
Address line 3	<input type="text"/>			Postcode	<input type="text"/>
Daytime phone number	<input type="text"/>			How long have you been at your current address?	<input type="text"/>
<i>including area code (landline only)</i>					
Previous Address (if moved in the last 3 years)	<input type="text"/>				
<input type="text"/>					
<input type="text"/>					
signature					

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Bank use only

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>
Surname	<input type="text"/>			Date of Birth	<input type="text"/>
Position	<input type="text"/>			Nationality	<input type="text"/>
House/Flat no.	<input type="text"/>	Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>				
Address line 3	<input type="text"/>			Postcode	<input type="text"/>
Daytime phone number	<input type="text"/>			How long have you been at your current address?	<input type="text"/>
<i>including area code (landline only)</i>					
Previous Address (if moved in the last 3 years)	<input type="text"/>				
<input type="text"/>					
<input type="text"/>					
signature					

Page 12 Account Transfer Request

If you would like us to arrange the transfer and closure of your existing banking to Unity Trust Bank, please complete this form:

We of

Organisation name

instruct you to provide any information requested by Unity Trust Bank

Transferring existing Standing Orders/Direct Debits

(please tick)

Please **close** my account(s) as detailed below and transfer my existing standing orders and direct debits

Please **close** my account(s) as detailed below **but do not** transfer my existing standing orders and direct debits

Please **close** my account(s) as detailed below, we do not have any standing orders or direct debits

Closing existing bank account

We authorise you to act on the instruction of Unity Trust Bank regarding the closure of our existing account(s).

Bank/Branch name	<input type="text"/>	Bank Sort Code	<input type="text"/> - <input type="text"/> - <input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Name of account	<input type="text"/>	A/C No.	<input type="text"/>
Name of account	<input type="text"/>	A/C No.	<input type="text"/>
Name of account	<input type="text"/>	A/C No.	<input type="text"/>
Name of account	<input type="text"/>	A/C No.	<input type="text"/>

Please ensure that you sign this form in accordance with the Mandate your **existing** bankers hold.

Title	<input type="text"/>	Forename	<input type="text"/>	signature
Surname	<input type="text"/>			
Title	<input type="text"/>	Forename	<input type="text"/>	signature
Surname	<input type="text"/>			
Title	<input type="text"/>	Forename	<input type="text"/>	signature
Surname	<input type="text"/>			

If you are a Credit Union please do not complete this form, please download the Consumer ALTO prepaid card application form from our website.

Business/Organisation name Unity Account Number (for bank use only)

Declaration and Consent

To authorise the issuing of ALTO cards to the cardholder(s) we subsequently provide to you, please sign below in accordance with your bank mandate signing instruction. **ALL FUTURE REQUESTS FOR ALTO CARDS AND LOADS MUST BE SIGNED IN ACCORDANCE WITH YOUR BANK MANDATE SIGNING INSTRUCTION.**

By signing, I/We confirm that:-

- All applicants will be under current employment by our organisation or are mandated to sign on the account (Trustees)
- All applicants for ALTO cards have read and understood Our Fraud Prevention statement below and will sign to confirm their agreement to have their identity verified by Us
- We have read and agree to the terms and conditions relating to the ALTO card service which are enclosed
- We have made all applicants aware of how their information will be used and that they understand and agree to the sharing of their data for the sole purpose of managing the ALTO card.
- All cardholders will be given a set of full terms and conditions of the prepaid card along with the current ALTO card Summary Box

To be signed by the authorised signatory / signatories in accordance with the bank account mandate (page 9)

Full Name	<input type="text"/>	signature
Date	<input type="text"/>	
Full Name	<input type="text"/>	signature
Date	<input type="text"/>	
Full Name	<input type="text"/>	signature
Date	<input type="text"/>	

Card Application

Please provide details below of people to whom you wish a card to be issued. Should you require more space please photocopy this page before completing it.

If you are applying for a Select Account, you will receive two cards free. For any other type of account we will debit £6 per card from your Unity account as soon as you have sufficient funds. If you wish to top your card(s) up with an initial load please enclose a cheque made payable to Unity Trust Bank.

Fraud Prevention

Unity Trust is required by law to validate the identity of all cardholders on accounts held with the Bank. So that we can meet these requirements we will undertake searches with the appropriate agencies to prove ID and residence for any cardholders where we have not already completed this validation. The agencies used will record details of the search type and keep these details on their records for twelve months whether or not this application is accepted. Any information held may be used for identification purposes, debt tracing and the prevention of money laundering. Should these searches be unsuccessful, we will contact you to request documentary proof before we can proceed. By signing below you confirm that you have read and agree to the Fraud Prevention statement and understand Unity Trust Bank will only use my personal details for the purposes described.

Title Forename(s) Surname

Address line 1

Address line 2 Postcode

E-mail Address Date of Birth

Home number including STD code Mobile number

Initial amount to be funded to Card £ :00

Signature*

Title Forename(s) Surname

Address line 1

Address line 2 Postcode

E-mail Address Date of Birth

Home number including STD code Mobile number

Initial amount to be funded to Card £ :00

Signature*

* By signing I agree to the declaration and consent above.



www.unity.co.uk

Unity Trust Bank is authorised and regulated by the FSA and is entered in the FSA's register under no. 204570
Registered office: Nine Brindleyplace, Birmingham, B1 2HB.
Registered in England and Wales no. 1713124