

Request to Remove a Signatory, Internet or Telephone Banking, Online Statements, e-Payments User or Corporate Cardholder

Guidance Note

Please read this guidance note before completing the form so we can process your application as quickly as possible.

- Please complete this form in **BLOCK CAPITALS** and **BLACK INK**.
- Please notify us of a change of address of any of the signatories, and if you're removing the key contact, please confirm the new key contact and their address details in the box overleaf.
- This form has been designed for the removal of up to four signatories, internet or telephone banking/online statements/e-Payments users or Corporate cardholders from your account. If you are removing more than four signatories, users or cardholders, please reprint page 2.
- There is no requirement for the outgoing signatory, user or Corporate cardholder to sign the form, however your request does need to be signed in accordance with the current mandate we hold. Failure to do so will delay your request being processed.
- This form can only be used to remove a signatory, user or Corporate cardholder. If you wish to add a signatory please complete the Change of Signatory Application form. To add an internet or telephone banking user, please complete either the Internet or Telephone Banking Service form - all our customer forms are available to download at www.unity.co.uk/forms
- If you wish to add a Unity e-Payment user or Visa cardholder, please call us on 0345 140 1000.
- This form will be relied upon by us as evidence of the mandate authority.
- You are responsible for notifying all outgoing and remaining signatories of all changes.

It is important to note that we will not be responsible for actions taken by signatories until we have received and processed a properly completed removal form. You should take steps, for example provide written instructions, to any named signatory, user or Corporate cardholder not to use your account.

Please send your completed form to: Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB

**For more information, or if you need help to complete this form,
please call us on 0345 140 1000.**

www.unity.co.uk

Your Organisation

Full Name of Organisation

Account Number(s):

We hereby instruct you to remove the following signatory, internet or telephone banking/online statements/e-Payments user or Corporate cardholder from the above account(s).

Please tick which services you would like them removed from. If no boxes are ticked we will remove the signatory from all mandates on the above account(s):

Name	Signatory	Internet banking	Telephone banking	Online statements	Unity e-Payments	Corporate card
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key Contact

If you are removing the key contact, please confirm the new key contact and their address details. All communications and bank online statements will be sent to the operational address and email address below.

Title Forename Middle Initials

Surname

Operational Address of the Organisation

Postcode

Nationality Date of Birth

Telephone Number Mobile Number

Email Address We will email monthly statements to this email address

Website

Signing Instruction

Please reconfirm the number of signatories required for the operation of your account, including writing cheques and making changes to your account in writing. If no box is ticked your existing mandate will continue to apply:

Any two signatories must sign Both signatories must sign All signatories must sign Other

If Other, please specify

Internet Banking Authority Levels

We recommend either dual or triple authority to keep you safer online. Please reconfirm and tick the authority level you require for internal and external payments. If no boxes are ticked your existing mandate will continue to apply:

Internal Payments

These payments are transfers made between linked accounts, held by Unity Trust Bank, which you have access to.

External Payments

These payments are Bill Payments or Standing Orders.

		INTERNAL	EXTERNAL
Single	Payments are made by one user	<input type="checkbox"/>	<input type="checkbox"/>
Dual	Payments are made by two users, where one user submits the payment and the other user authorises the payment	<input type="checkbox"/>	<input type="checkbox"/>
Triple	Payments are made by three users, where one user submits the payment and two other users authorise the payment	<input type="checkbox"/>	<input type="checkbox"/>

Data Protection and Marketing

The information on this form may be used for statistical analysis and/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 mail (including electronic mail) or phone according to your preference, using the correspondence details for your organisation. Personal contact information will not be used for marketing purposes unless it is entered in to the main contact section for your account(s).

If your organisation is happy to receive marketing information please indicate how you would like to receive this information.

Mail Phone

Resolution

Certified Copy of the Resolution of the Organisation:

To Unity Trust Bank plc.

The following resolutions have been recorded at a properly convened meeting in accordance with the governing documents of the organisation held on:

D	D	M	M	Y	Y	Y	Y
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At the meeting **convened by the organisation named at the top of page 2**, it was resolved that:

1. The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;
3. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

We hereby certify that these resolutions have been properly recorded in the minute book and that they are signed by two authorised people on behalf of the organisation:

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>			Signature			
Position	<input type="text"/>						

Title	<input type="text"/>	Forename	<input type="text"/>	Middle Initials	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>			Signature			
Position	<input type="text"/>						



**Please post your completed application form to:
Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB.**