

Unity Trust Bank

Background

Unity Trust Bank provides day-to-day banking and finance to business across a range of sectors and states they are proud to support hundreds of Parish Councils throughout the UK. Unity advises they have a wealth of experience supporting Parish Council Customers and deep understanding of Parish Council structures and the challenges faced.

Information from Unity Trust Bank's website <https://www.unity.co.uk/> is detailed below:

What information do I need to provide about my organisation?

To open an account with Unity Trust Bank, we need you to tell us the name, address (correspondence and registered addresses – if they're different) and telephone number of your organisation. You'll also need to provide a brief description of what your organisation does, the number of employees/volunteers who work there, along with any company or registered charity numbers for your organisation.

What information do I need to provide about the key contact, signatories, linked individuals, and internet banking users?

You'll need to provide their name, personal address(es) they have lived at for the last 3 years, and contact details (email address and telephone number(s)). We'll also need their position in the organisation, date of birth and nationality. For all your nominated internet banking users, you'll also need to select their online banking permissions.

What information do I need to provide about our banking?

For current accounts we need to know your estimated annual turnover, and whether you're likely to make or receive overseas transactions. We ask that our local authority customers also supply a balance sheet total and annual budget. If you are looking to borrow from Unity Trust Bank then we also need you to confirm that your organisation has the power to borrow (for example, do any Articles of Association provide that the company may enter into funding or loan agreements?).

What is a linked individual?

Linked individuals include Directors, Trustees, Partners, Shareholders or Officers of the organisation, partnership or company. The term also includes all individuals owning or controlling (in their own name or via another person) 25% or more of the capital, profit or voting rights of the organisation, partnership, or company.

What information do I need to provide about our account permissions?

We'll need you to confirm the number of signatories you'd like on the account and how many are needed to authorise transactions.

What information do I need to provide about our online banking authority levels?

You'll need to confirm how many users are required to make online payments between Unity Trust Bank linked accounts, and how many are needed to make external bill payments or standing orders online (consider choosing 2 or 3 in each case for banking security).

What information do I need to include in the online banking payment limits?

Tell us the number of users who need to be involved in payments over an amount specified by you. You can specify whether this applies to internal transfers, external payments, or both. You are also able to specify the named individuals who need to be involved in these transactions.

How do I set up cash withdrawals from my account?

Many of our customers operate in cash, so it's simple to set up the facility to withdraw cash from your Unity current account. When completing the new account application let us know how much you'll be withdrawing each month. Please nominate which branch of NatWest, RBS or Ulster Bank you'll be withdrawing the cash from by telling us their branch address.

How do I pay cash into my business current or savings account at a bank?

Unity Trust Bank does not have high-street branches, but many of our customers receive cash donations and membership fees, so we've made it easy for you to pay cash into your account. Visit any NatWest, RBS or Ulster Bank branch and you can pay in up to £5,000 in cash per day, and 149 cheques per paying-in slip.

How do I pay cheques into my account via post?

To pay in a cheque, please seal your cheque(s) and completed paying-in slip in an envelope (no stamp needed) and send it to our freepost address:

Freepost UNITY TRUST BANK 1984

Please note: 'UNITY TRUST BANK' must be in capitals and the address must be on one line exactly as shown above.

How do I transfer my existing account to Unity Trust Bank?

Unity Trust Bank participates in the Current Account Switch Service. This is a free service that lets you switch your current account from one participating bank or building society to another in seven working days.

Find out more here: <https://www.unity.co.uk/switch-business-banking-to-us/>

I haven't finished completing the application form, can I come back to it later?

Yes. The form saves automatically as you complete it, so if you need to break off, click 'continue later' and we'll send a link to the email address you shared in the first section. You can also upload your submission form, application form and supporting documents to your online application using the link provided. This link is valid for up to 30 days.

I've completed the application form, what happens next?

Once you have completed the application form, you will be able to download a copy of your application form and transfer mandate (as applicable).

The submission/application form will need to be:

1. printed
2. signed by all signatories in black ink
3. accompanied by any supporting documentation (as specified on the submission form)
4. posted to Customers Account Team, PO Box 7193, Planetary Road, Willenhall, WV1 9DG, or uploaded electronically using the link provided

Recommendations

It is recommended that the current bank account and the instant access reserve account be transferred to Unity Bank Trust

To agree bank account signatories