

# Guidance notes

## to completing your Unity Corporate MultiPay cardholder application form

The cardholder application form must be completed by any individual who will use a Unity Corporate MultiPay card.

For your convenience we have completed some sections on this form. Please do not change or amend these sections.

**Make sure you provide all the information requested on this form, indicated by \*. Any missing or incomplete information may lead to a delay in your application being processed.**

## Filling in your form

### Section 1 Details of new customer

Complete this section in relation to the individual requiring a Unity Corporate MultiPay card.

Providing a staff number is optional.

Please make sure you provide an email address.

The cardholder name will appear in addition to the business or organisation name.

### Section 2 Cardholder consent and data protection

All cardholder application forms must be signed and dated by the individual applicant.

### Section 4 Line manager/internal approval

This section is for use by your organisation as part of its own internal authorisation procedures, and is optional.

### Section 5 Merchant Category Group blocking

Your Unity Corporate MultiPay card allows you full control of individual spending. If you wish to block any merchant category for the individual cardholder, please indicate this here.

A full list of Merchant Category Groups, and what is included within each, can be found at [www.unity.co.uk/multipay](http://www.unity.co.uk/multipay)

Note: Using the Online Card Management System, merchant category blocking can be managed at both organisation and cardholder level at any time by the Programme Administrator.

### Section 6 Programme Administrator approval

This **must** be completed by one of your business or organisation account Programme Administrators.

Please leave the business account number and programme number blank. Make sure the form is signed and approved by a Programme Administrator.

### Section 7 Lloyds Bank plc Corporate MultiPay Conditions of Use

Please read this section fully.

### Cardholder Account Authorisation

We require all cardholder application forms to be approved in accordance with your Unity Trust Bank mandate. Failure to do so may cause a delay in processing your application.

This form must be completed, signed and returned with each cardholder application form.