

Checklist (v.8) – Local Councils – ACCOUNT OPENING GUIDANCE

Below is a list of documents / information which will be required to progress your application for a new or additional bank account with Unity Trust Bank. **If your turnover exceeds £2m or if you require a call to discuss the solutions/products available for councils (or your future requirements), please contact the Public & Third Sectors team by email: Localcouncils@unity.co.uk prior to submitting your application.**

1. Balance sheet total and annual budget or latest AGAR Report (showing income/expenditure)
2. Information about organisation e.g. number of employees / volunteers, activities
3. Last six months' bank statements for the Council
4. Governing documents:
 - Rules / Standing Orders
 - Minutes from the last meeting held (on Council letterhead)
5. Personal details of individuals (e.g. key contact, signatories, internet banking users):
 - Their full name
 - Date of birth
 - Nationality
 - Current home address (plus previous address(es) if they have moved within last 3 years)
 - Mobile telephone number and Email address for each official

NB: It is recommended that **internet banking users** add **mobile numbers** rather than landlines (if they have them) as the verification codes are much easier to receive and see via text message. Any landlines should be personal rather than office based too, for ease.

**** IMPORTANT – EACH PERSON REQUIRING INTERNET BANKING ACCESS WILL BE ASKED TO PROVIDE A MEMORABLE WORD – PLEASE ENSURE THEY REMEMBER THE WORD PROVIDED, AS IT IS OFTEN FORGOTTEN BY THE TIME IT COMES TO REGISTER FOR THE FIRST TIME!!! ****

Identity checks are carried out automatically when the application form is submitted. Please ensure **FULL LEGAL NAMES** are inserted in the application. If electronic identity searches are unsuccessful for any individual listed on the application form, customers are notified if the searches are unsuccessful.

Additional proof of identity and residence will then be requested - Full details here: www.unity.co.uk/identity

If the Current Account Switch Service (CASS) is being used to transfer from old to new accounts, please advise, and further information can be supplied regarding the types of switch available.

Application Form Link: <https://apply.unity.co.uk/>

See guidance on Page 2

ON COMPLETION OF APPLICATION FORM

Once you have submitted the online application form, you will receive an automated link to download a copy of your application form for signing.

You will also receive a copy of the completed online form and transfer mandate (as applicable).

The submission/application form will need to be:

- **Printed and signed by all signatories in black ink (electronic signatures are not acceptable)**
- **Accompanied by any supporting documentation (as specified on the submission form)**
- **Uploaded online via the link provided or scanned and emailed directly to us@unity.co.uk**
- **CC in the Public & Third Sectors team, for them to monitor progress – LocalCouncils@unity.co.uk**

The account will need to be opened with the correct key contact and signatories in place and an account number allocated. Once this happens, internet banking password(s) will be issued. Our Unity Connect Team can help with the registration process at that stage.

Useful Links

Step-by-Step Internet Banking Video Tutorials: <https://www.unity.co.uk/tutorials/>

Tips for running your bank account: <https://www.unity.co.uk/running-your-account/>