



Online for Business – Application for Delegate Access

Parts 1, 2, 3 and 4 to be completed by the delegated user / applicant.

1

Business details

Name of business:

Sort code:

Business account number:

Business address:

2

Application Reference Number

Application reference number:

Please check that this application reference number is the same as the one that was advised at the time the application was submitted on the Internet. You can find this in the confirmation letter and email we sent you.

3

Delegated User's personal details

Delegated User's last name:

Delegated User's first name:

The information you submitted online will be used to verify your identity using external credit reference agency data. To aid this process we require two additional pieces of information, your sex and nationality. Please specify these in the areas below.

Nationality:

Sex

4

Delegated User Declaration

I confirm that:

- I have been selected by the Applicant/Business to become a Delegated User.
- Should the Bank need to discuss with the Applicant/Business my application to become a Delegated User, I authorise the Bank to do so.
- I agree, if requested by the Bank, to provide further additional information to the Bank for purposes of confirming my identity.
- The information given on this form is true, accurate and complete.
- I wish to use the Bank's services as indicated in this application on behalf of the Applicant/Business detailed above.
- I understand that all my personal data will be treated confidentially.
- I agree that any memorable data provided will only be processed in order to provide for administration of the service requested and to verify and safeguard account information.
- I authorise you to search and record information at the Credit Reference Agencies for the purpose of checking my identity for the prevention of money laundering and fraud.
- I confirm I have read and understood the Online for Business terms and conditions which can be found at: tsb.co.uk/business/legal

Please ensure this section of the form is signed by the user requesting delegated access.

Signature:

Date:

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Part 5, 6 and 7 to be completed by a representative(s) of the business.

5

Level of Access

This section is to be completed by a representative of the business.

Complete one of the sections, 5a or 5b based on the delegated user's role

You can choose the level of access that you require the delegate user to have based on their role in your business. The access can be set for all of your accounts or just the accounts you want them to see. We recommend that users should only be given access to those accounts where they have a genuine/specific need. Full access users are permitted to carry out all functions with the exception of applying for new products and bulk payment limit facilities. View only users are given enquiry only access and cannot make payments. Indicate the required access here, by completing either section 5a or 5b.

5a. Complete this section if you wish the user identified overleaf to have access to ALL accounts (both existing and future) including credit card accounts, held by the business visible online (choose only one option). Please specify if the User is to have Full Access to all accounts (tick box) OR View Only Access to all accounts (tick box)

5b. Only complete this section if you wish the user identified overleaf to have access to a limited number of accounts. State whether the user should be provided with Full Access or View Only Access (choose only one option). Please specify if the User is to have:

Full Access to accounts listed below (tick box) OR View Only Access to accounts listed below (tick box)

Please specify the list of accounts to be visible for the User in the section below:

	Sort Code:	Account Number:
Account 1	<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"/> <input type="text"/> <input type="text"/>
Account 2	<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"/> <input type="text"/> <input type="text"/>
Account 3	<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"/> <input type="text"/> <input type="text"/>
Account 4	<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"/> <input type="text"/> <input type="text"/>
Account 5	<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"/> <input type="text"/> <input type="text"/>
Account 6	<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"/> <input type="text"/> <input type="text"/>
Account 7	<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"/> <input type="text"/> <input type="text"/>
Account 8	<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"/> <input type="text"/> <input type="text"/>
Account 9	<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"/> <input type="text"/> <input type="text"/>
Account 10	<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"/> <input type="text"/> <input type="text"/>

Credit card account number

Credit card account Number

Credit card account number

Please be sure that you are entering the 16-digit Credit Card account number, which can be found on your paper statement. This is not the number on the front of your card

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Note: should you wish to add more accounts, please copy this form and specify the additional accounts.

6

Business Customer authorisation

This section is to be completed by representatives of the business.

I/we have read and understood the terms and conditions which can be found at tsb.co.uk/business/legal for Online for Business. I/we understand that the applicant listed overleaf will be appointed as a user at the level indicated above on the Online for Business service and given access to my/our business accounts as requested. Any signing restrictions which may have been set up on my/our accounts will not apply to this service.

Name:
Signature:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date:

Name:
Signature:
Date:

7

The next steps

Please return the completed form to us in the envelope enclosed or send to: TSB, Ariel House, Internet Banking Helpdesk, 2138 Coventry Road, Sheldon, Birmingham, B26 3JW.

Subject to the relevant account opening checks, we'll send the user a welcome letter letting them know the service is live.