

# Business Telephone Banking

## Registration Form



### 1 Your business details

Please write clearly in ink in the white spaces using capital letters or cross the boxes.

Name of Business/Organisation

Business address

Postcode

Your branch sort code

Your business account number

### 2 Details of the new user to be registered

You need to nominate at least one Full Service User and then as many other Full or Enquiry Only Users as you want.

Please strike through any unused lines.

#### User Level:

Full service

Enquiry only

Title\*

First name\*

Last name\*

Mobile telephone number\*

Email

Position held in the business

Date of birth\*

Each User must also complete a Business Telephone Banking Registration Form. If further New User Application Forms are required please contact your Relationship Manager or your branch or go to <https://www.tsb.co.uk/business>

Do you hold any other accounts with TSB Bank plc?

Yes

No

If no please go to Section 2.1.

If yes please answer the questions below and go to Section 3.

Your branch sort code

Your account number

Branch name

### 2.1 Additional new user details (for non TSB customers only)

Nationality\*

Your home address (where you live)\*

If less than 3 years, please give your previous address\*

Country\*

Country\*

How long have you lived at your current address?\*

Years

Months

How long have you lived at this address?\*

Years

Months

Residential status\*

\* Mandatory fields

### 3 Your authorisation

I/We apply for the Business Telephone Banking service and agree to the Terms and Conditions for this service which are available at <https://www.tsb.co.uk/business/legal>

This form will register only you.

Signature

Date

Full name (please print)

### 4 Your Business/Organisation authorisation

**This form must be signed in accordance with Your Authority to operate accounts.**

I/We agree that the Users named in Section 2 are authorised by us to act as Users of the Telephone Banking for business service at the level indicated, and I/we undertake to inform the Bank of any changes to the User, their details or their User level.

Please read Terms and Conditions for the Telephone Banking service which are available at <https://www.tsb.co.uk/business/legal>

Signature

Date

Full name (please print)

Signature

Date

Full name (please print)

Signature

Date

Full name (please print)

Signature

Date

Full name (please print)

### 5 The next steps

If you have any questions about this form, please contact your Business Team.

When completed, please return this form, together with any Registration Forms, to your Relationship Manager or branch. Alternatively, you can post your forms to us in the pre-paid envelope provided to FREEPOST: TSB Bank, Ariel House, 2138 Coventry Road, Sheldon, Birmingham, B26 3JW, TNT 05

Business Telephone Banking for business will then contact each of the Users detailed in Section 2 to complete their registration, when required.

**Branch staff:** Please ensure you complete and stamp bank use section before sending forms to Customer Support, TNT 05

### 6 TSB Bank plc and your Personal Data

In the course of providing Telephone Banking for business services to the business which has authorised you to be a user we will acquire information about you such as your name, address and telephone number. This personal data is protected by UK Data Protection Law, even if, for any reason, any personal information is processed outside the European Economic Area. If you require a copy of any personal data that we hold, we will provide it on request.

This data is confidential and will remain so even after the business is no longer a customer. We will not reveal it outside the TSB Bank plc other than in the following circumstances:

- if we are required to give the information for legal or regulatory reasons;
- if there is a duty to the public to reveal the information;

- if our interests require us to give the information, for example, where we suspect fraud. But we will not use this as a reason for giving information about you to anyone else for marketing purposes;
- if you ask us to reveal the information, or if we have your permission;
- if it is needed by our agents and others involved in running accounts and services for you or the business;
- if we or others need to investigate or prevent crime.

Your data may be disclosed as part of the information given to others about the business, such as our auditors, or other professional or agents acting for us or for the business. We will ask them to keep it confidential.

**For bank use only**

Name

File number

Location sort code

Contact telephone number and area dialing code

BBC confirmation

**RM Signature**

Date

Send completed form to:

TSB Bank, Ariel House, 2138 Coventry Road, Sheldon, Birmingham,  
B26 3JW, TNT 05