

# **HOW TO FILL OUT YOUR BANK FORMS!**

## **- NEW SOCIETIES:**

Please fill in the following sections :

### **\*Account Title Section:**

*Full Name of Account :* Write Society Name here.

### **\*Mailing Address Section:**

*Address to which all communications and Statements for this Account are to be sent :* Write Society Name above pre-stamped "University of Manchester Union" address.

### **\*Page 2 : "We authorise and request The Co-operative Bank p.l.c. ("The Bank") to:**

*Ignore all 'delete as appropriate' instructions. The 'default' will be; cheques and paying in slips can be signed by either the Chair or Treasurer, and statements will be sent monthly.*

- *REQUIRED: SIGNATURE OF EITHER THE CHAIR OR THE TREASURER AND DATE.*

### **\*Page 3 : Signature Verification:**

*Full name(s) of account :* Write Society Name here.

*Please tick the level of signing authority named required when making a request or giving an instruction etc :* Tick one of 3 boxes : if you want people to be able to make requests by themselves tick first box, etc..

Fill in Name details for each person you want to be able to make requests regarding your account – e.g. sign cheques, make deposits etc.

e.g.

M.R. E.L.V.I.S.

P.R.E.S.L.E.Y.

#### **Signature**

Sign here

#### **Position**

Treasurer

Ignore 'For Bank Use Only' section.

### **Page 4 : Personal Details – Key Account Parties**

- *Complete personal details for each person listed on the Signature Verification List. Fill in all sections except : Who do you bank with/Bank sortcode/Account number.*

### **\*UMSU memo (last page):**

- *Account : Write Society Name here.*

- *REQUIRED: SIGNATURES OF CHAIR AND TREASURER AND DATE*

## **HOW TO FILL OUT YOUR BANK FORMS!**

### **- PREVIOUSLY REGISTERED SOCIETIES:**

Again, forms should be annotated, but please complete :

#### **\*General Information Required :**

*Company/Organisation Name* : Society name, Sort Code & Account Number  
(ignore account type)

*Correspondence address* : Insert name of Treasurer.  
Address & Tel. No. should already be completed.  
Ignore rest of page

#### **\*Declaration :**

*Insert Date, Chair and Treasurers Signatures as indicated by Xs.*

#### **\*New Signatories to the Account – all to complete :**

*Fill in Name, Nationality, Position (ie Chair/Treasurer).*

**Do not include personal bank details/home address/telephone numbers.**  
*(the Bank will contact the Union in the first instance with any enquiries and we will contact you if necessary).*

*Chair & Treasurer must sign and date to confirm their details.*

#### **\*Signature verification:**

*Complete sort code and account details (ignore account type box).*

*'Level of signing authority required when making a request or giving instructions etc:'*  
*Default is 'any one of the signatories to sign'*

*Chair and Treasurer must complete name & signatures details in boxes provided.*

#### **\*Outgoing Signatories Section:**

Previous Chair & Treasurer must sign here.

If a signatory has left university and is not contactable please note this here.

#### **\*UMSU Memo (Last Page) :**

Account : FILL IN SOCIETY NAME

**(new)** Chair and Treasurer must sign and date.