

# Instructions for deposit account application form

## Please send the completed application form to:

Freepost RSZG-BZZK-JGSA  
Darlington Building Society  
Sentinel House  
Morton Road  
Darlington  
DL1 4PT

This is a freepost address, which means it will not cost you anything to send the form. Royal Mail will deliver it to us by second class post.

If you want the form to reach us by first class post, you will need to use stamps. Please send the form to: Darlington Building Society, Sentinel House, Morton Road, DARLINGTON DL1 4PT

## You must also send with the completed application form:

- A cheque for at least the minimum investment, made payable to your organisation (not Darlington Building Society).
- For each person who will operate the account - a copy of your driving licence and passport, as proof of your name and address (if you are unable to send both of these documents, please send either a copy of your driving licence or passport, plus a recent original utility bill)
- For the organisation itself - please see the identification section on the application form for details.

To confirm your identity, we will also use an electronic verification system, but in certain circumstances we may need to ask you for further proof. We will contact you if we need to do this before we can open your account.

If you need any other help, you can contact us on 01325 366366 during office hours or email us at [sales@darlington.co.uk](mailto:sales@darlington.co.uk).

## And finally...

Before you post your form please;

- Make sure that you have read and fully understand the terms and conditions of the account you are applying for, including our general terms and conditions (for deposit accounts)
- Check that the organisation is eligible for the product and that it fits your needs.

**Thank you for choosing Darlington Building Society.**



**DARLINGTON**  
*B u i l d i n g   S o c i e t y*

**Looking after local interests**

# Deposit account application form

Type of account	<input type="text"/>	Charity/Corporate reg no	<input type="text"/>
Title of account	<input type="text"/>	Account no	<input type="text"/>

## CUSTOMER 1

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (trustee)

## CUSTOMER 2

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (trustee)

## CUSTOMER 3

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (trustee)

## CUSTOMER 4

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (trustee)

## Interest payment details (please note not all options are available for every account type)

Added to this account <input type="checkbox"/>	Paid to another DBS account <input type="checkbox"/>	Paid to another bank/building society account <input type="checkbox"/>
Fill in fields 1 and 2 below		Fill in fields 1 to 5 below

- 1 Account name
- 2 Account no
- 3 Bank/building society name
- 4 Sort Code
- 5 Branch address

PLEASE ENSURE THAT YOU READ AND SIGN THE DECLARATION ON THE REVERSE OF THIS APPLICATION FORM

## Identification section

### CORPORATE DEPOSIT ACCOUNT

To open the Account you will need to produce one of the following: Signed Accounts, Annual Reports, Terms of Reference, Certificate of Incorporation, Certificate of Trade or Rules of Operation and Minutes or Memoranda which indicate the nature of the corporate body and the ownership of its funds (such documentation should also authorise the deposit with the Society and the individuals empowered to operate the Account).

### TREASURERS DEPOSIT ACCOUNT

To open the Account you will need to produce one of the following: Signed Accounts, Annual Reports, Terms of Reference, Certificate of Trade or Rules of Operation and Minutes which indicate the nature of the association and the ownership of its funds (such documentation should also authorise the deposit with the Society and the individuals empowered to operate the Account).

### SIGNATORY IDENTIFICATION REQUIRED

In addition each signatory will need to provide one of the items listed below and a recent original utility bill, local authority tax bill, bank or building society statement as evidence of their current permanent address.

- Current valid FULL passport (i.e 10 years)
- Current United Kingdom signed FULL driving licence (i.e not a provisional licence)
- Signed employer identity card with photograph (provided the company and its type of card are known to the branch)
- Official National Union of Students membership card with photograph, accompanied by a letter showing that the student is in receipt of a grant (rather than a letter offering a grant)
- Senior Citizens retirement pension book

## Use of information

We would like to tell you about our financial products, services and promotions, such as; mortgages, insurances and new investment products which may be of interest to you, and to introduce you to or pass your contact details and details of the types of products we have provided you with to companies in the Darlington Building Society Group.

We would like to be able to contact you by telephone (including mobile), fax, post or email using the contact details which you have provided us with. By signing this form you are agreeing to the use of your information in this way.

You can choose whether or not to be contacted for marketing purposes, so if you **do not** wish this, please indicate your preference by ticking the relevant boxes below. If you decide not to tick the box now, but later decide that you wish us to stop this use, you can ask us at any time to do this by writing to us at Sentinel House, Morton Road, Darlington Co Durham DL1 4PT. You can also contact us here if you would like a list of companies within the Darlington Building Society Group.

I **do not** wish to receive marketing information by the following methods: Email ☐ Phone (including mobile) ☐ Post ☐ Fax ☐

I **do not** wish my information to be used in the following ways: By the Society to market its products or services ☐

By the Society to share with the Group for Group Marketing ☐

## Deposit account declaration

I/We agree to be bound by the General Terms and Conditions (Deposit Accounts), of which I have received a copy, and the Rules of the Society for the time being in force (copies of which are available on request) and confirm that the investment is made upon the terms subject to the conditions applicable to the class of deposit selected.

I/We declare that the deposit is made on behalf of the organisation named overleaf and confirm that I/We have the authority to operate the Account.

I/We acknowledge that this account type does not give me/us any rights of membership.

The information supplied on this application is true to the best of my knowledge and belief.

In line with government recommendations the Society is under an obligation to verify the identity and permanent address of all new customers. To enable the verification procedure to be completed, the Society may make enquiries of a licensed credit reference agency who will keep a record of the enquiry.

The information you give on this form will be recorded on our computer and used to provide the service you have requested, and any services you may require in the future, or that may be suitable for your needs. It may also be used occasionally for fraud prevention.

Number of signatures required for a withdrawal if more than one investor on the account

Customer 1 signature	Customer 2 signature	Customer 3 signature	Customer 4 signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Date	Date	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### For Society use only

Hold Codes

Date account opened

Prepared by

Date

Reviewed/Authorised by

Date



**DARLINGTON**  
*B u i l d i n g   S o c i e t y*

**Looking after local interests**

Head office: Sentinel House, Morton Road, Darlington, Co Durham DL1 4PT

Phone: 01325 366366 Fax: 01325 741000

DX 712851 Darlington 6 [www.darlington.co.uk](http://www.darlington.co.uk)

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registration number 205895.  
We are a member of the Building Societies' Association.