

# APPLICATION FORM: Trust Accounts

Account number:

Please complete this form in BLACK INK with BLOCK CAPITALS

If multiple signatories are required the account can be opened online but you must operate the account by post.

To complete your application, you will need a copy of your trust deed or will and either your UTN (10 digit) number or your URN (6 digit) number.

Available to all UK based Trusts.

Before completing this application form, please view our 'Trust Accounts: what will I need before applying?' document.

This can be found on our website [www.harpendenbs.co.uk](http://www.harpendenbs.co.uk) within our Trust Accounts section, or you can ask a member of staff for a physical copy.

Name of Trust Account applying for:.....

Opening deposit amount (minimum amount required is £10,000): £.....

Source of initial deposit: .....

Source of ongoing deposits (if applicable): .....

Harpenden Building Society is covered by the Financial Services Compensation Scheme (FSCS). Providing the eligibility criteria is met (details of exclusions can be found at [www.fscs.org.uk](http://www.fscs.org.uk) and on the FSCS Exclusions list provided) eligible deposits with the society are protected up to a total of £120,000 by the FSCS, the UK's deposit protection scheme. Any deposits held above the £120,000 limit are not covered.

## ABOUT THE TRUST

Trust Name: .....

Type of Trust: .....

Trust Unique Tax Reference Number (UTR):.....

Trust Unique Reference Number (URN):

Correspondence Address for the Trust: .....

.....

.....

..... Postcode .....

Trust Contact number: .....

Nature and Purpose of Trust: .....

.....

.....

How do you expect the trust to be used? (For example, long term savings, care home or school fees): .....

.....

.....

Expected lifespan of the Trust: .....

Where are the funds held currently?:.....

.....

Solicitors details (if applicable): .....

.....

.....

Name of Bank where deposit will be received from: .....

Sort code:  Account number:

How often do you expect to use the account? (Please select)

Monthly  Quarterly  Termly (i.e. for school or university fees)  Half Yearly  Annually

**With your application - please enclose a copy of your trust deed or will.**

**BENEFICIARY DETAILS** (if you have more than four Beneficiaries please ask for an Additional Beneficiaries form)

In order to comply with our regulatory obligations we will conduct electronic checks and may require documents to verify the identity and residential address of beneficiaries and trustees. If you are providing us with third parties' information, you must confirm that you have made them aware of this application and the checks which will be undertaken. Further information on how we process personal data is detailed within our privacy notice.

**BENEFICIARY 1**

Title:  Mr  Mrs  Miss  Mx  Other (please specify):.....

First name:..... Middle name(s):..... Surname: .....

DOB:..... Permanent UK resident:  Yes  No

Nationality:..... Dual nationality (if applicable): .....

Dual tax residency (if applicable):..... Dual residency tax number (if applicable):.....

Email address:.....

Telephone number:.....

Current home address: .....

.....

..... Postcode .....

Date moved to current address:.....

If the beneficiary has been at their current address for less than one year, please provide details of their previous home address including postcode:

.....

..... Postcode .....

**BENEFICIARY 2**

Title:  Mr  Mrs  Miss  Mx  Other (please specify):.....

First name:..... Middle name(s):..... Surname: .....

DOB:..... Permanent UK resident:  Yes  No

Nationality:..... Dual nationality (if applicable): .....

Dual tax residency (if applicable):..... Dual residency tax number (if applicable):.....

Email address:.....

Telephone number:.....

Current home address: .....

.....

..... Postcode .....

Date moved to current address:.....

If the beneficiary has been at their current address for less than one year, please provide details of their previous home address including postcode:

.....

..... Postcode .....

**BENEFICIARY 3**

Title:  Mr  Mrs  Miss  Mx  Other (please specify):.....

First name:..... Middle name(s):..... Surname: .....

DOB:..... Permanent UK resident:  Yes  No

Nationality:..... Dual nationality (if applicable): .....

Dual tax residency (if applicable):..... Dual residency tax number (if applicable): .....

Email address:.....

Telephone number:.....

Current home address: .....

..... Postcode: .....

Date moved to current address:.....

If the beneficiary has been at their current address for less than one year, please provide details of their previous home address including postcode:

..... Postcode: .....

**TRUSTEE DETAILS (if you have more than four Trustees please ask for an Additional Trustees form)**

In order to comply with our regulatory obligations we will conduct electronic checks and may require documents to verify the identity and residential address of beneficiaries and trustees. If you are providing us with third parties' information, you must confirm that you have made them aware of this application and the checks which will be undertaken. Further information on how we process personal data is detailed within our privacy notice.

Please note: If more than one trustee is to sign then they will need to provide a signature on the declaration below.

**TRUSTEE 1**

Title:  Mr  Mrs  Miss  Mx  Other (please specify):.....

First name:..... Middle name(s):..... Surname: .....

DOB:..... Permanent UK resident:  Yes  No

Nationality:..... Dual nationality (if applicable): .....

Dual tax residency (if applicable):..... Dual residency tax number (if applicable): .....

Email address:.....

Telephone number:.....

Current home address: .....

..... Postcode: .....

Date moved to current address:.....

If the Trustee has been at their current address for less than one year, please provide details of their previous home address including postcode:

..... Postcode: .....

**TRUSTEE 2**

Title:  Mr  Mrs  Miss  Mx  Other (please specify):.....

First name:..... Middle name(s):..... Surname: .....

DOB:..... Permanent UK resident:  Yes  No

Nationality:..... Dual nationality (if applicable): .....

Dual tax residency (if applicable):..... Dual residency tax number (if applicable): .....

Email address:.....

Telephone number:.....

Current home address: .....

..... Postcode: .....

Date moved to current address:.....

If the Trustee has been at their current address for less than one year, please provide details of their previous home address including postcode:

..... Postcode: .....

**TRUSTEE 3**

Title:  Mr  Mrs  Miss  Mx  Other (please specify):.....

First name:..... Middle name(s):..... Surname: .....

DOB:..... Permanent UK resident:  Yes  No

Nationality:..... Dual nationality (if applicable): .....

Dual tax residency (if applicable):..... Dual residency tax number (if applicable): .....

Email address:.....

Telephone number:.....

Current home address: .....

..... Postcode .....

Date moved to current address:.....

If the Trustee has been at their current address for less than one year, please provide details of their previous home address including postcode:

..... Postcode .....

**TRUSTEE 4**

Title:  Mr  Mrs  Miss  Mx  Other (please specify):.....

First name:..... Middle name(s):..... Surname: .....

DOB:..... Permanent UK resident:  Yes  No

Nationality:..... Dual nationality (if applicable): .....

Dual tax residency (if applicable):..... Dual residency tax number (if applicable): .....

Email address:.....

Telephone number:.....

Current home address: .....

..... Postcode .....

Date moved to current address:.....

If the Trustee has been at their current address for less than one year, please provide details of their previous home address including postcode:

..... Postcode .....

**IMPORTANT: PLEASE READ AND SIGN THE DECLARATION BELOW**

**OPERATION OF THE ACCOUNT**

I/We agree that all or part of the money in this account may be withdrawn on the authority of:

Any one trustee  All authorised trustees  or any  (enter number) Trustee(s) to sign .....

**NOMINATED ACCOUNT DETAILS**

Please provide details of the nominated account where we should send withdrawals to. This must be in the name of the trust, trustee or beneficiary. All withdrawals from this account must be made solely for the benefit of the beneficiary or beneficiaries of the trust, in accordance with the terms of the trust deed and applicable law. Trustees are responsible for ensuring that no withdrawal is made for any other purpose, and may be required to provide evidence that any withdrawal is for the benefit of the beneficiary if requested by the Society.

Account name: .....

Sort code:   Account number:

**EXECUTION ONLY DECLARATION**

A Trust account is to be opened on a non-advised 'execution only' basis where no advice or assessments have been given to its suitability, it is important that you understand the terms and conditions of your account and how your account works. Please read the trust account guide and product summary boxes carefully to ensure you understand how the product works. Copies of these documents have been provided to you and are available on our website. If you have any doubts about the suitability or flexibility of the product, you should seek independent legal and/or financial advice before signing and submitting your application form.

- I confirm that I have read the summary box and terms and conditions of this account
- I understand that Harpenden Building Society are providing an execution-only service. I understand that we have not received advice or assessment on the suitability of the Trust Account at Harpenden Building Society.
- I understand that Harpenden Building Society will hold the Trust funds and make payments by request as long as they are in keeping with the Trust Deed, Will and terms and conditions of the Trust Account.

**IMPORTANT DECLARATION**

1. All information supplied is true and accurate to the best of my knowledge.
2. I have permission and authority to apply for this account on behalf of the trust, beneficiaries and trustees and they are aware that their information has been shared with Harpenden Building Society.
3. I understand that to comply with its legal and regulatory obligations the information supplied in this application will be verified. Harpenden Building Society uses third parties to verify information, one being SmartSearch which leaves a non-credit footprint on the applicable record. A record of the output will be supplied to Harpenden Building Society and retained.
4. As detailed in the relevant account terms and conditions, I understand how the information I have provided will be processed, my rights and how to contact the Data Protection Officer.
5. I agree to the specific terms and conditions applying to the account, the General Terms and Conditions for Business Deposit Accounts and to be bound by the rules of the Society (a copy of which is available on the website and/or can be posted to you on request).
6. All withdrawals from this account must be made solely for the benefit of the beneficiary or beneficiaries of the trust, in accordance with the terms of the trust deed and applicable law. Trustees are responsible for ensuring that no withdrawal is made for any other purpose, and may be required to provide evidence that any withdrawal is for the benefit of the beneficiary if requested by the Society.

Trustee Name:.....

Signature: ..... Date: .....

If more than one Trustee is required to operate the account, please provide relevant signatures below.

Trustee Name:.....

Signature: ..... Date: .....

Trustee Name:.....

Signature: ..... Date: .....

## PRIVACY NOTICE

- Data Protection regulations require Harpenden Building Society (the Society) to inform customers about how their personal data will be processed.
- Personal data includes customer's name, addresses, financial information and other personal information needed for opening an account.
- The Society will restrict its processing of your personal data to the minimum required to open and manage your account, update you on your account status and inform you of any new savings products. Your personal information will also be processed to comply with the Society's legal and regulatory obligations and to ensure that we continue to operate the Society in a way to safeguard your investment.
- The Society will not send you marketing material on any other services and will not share your personal details with any other organisation for marketing purposes, without your consent.
- Your personal details will be stored securely by the Society and its specialist suppliers, in countries that have equivalent data protection rules, and will only be used to communicate with you whilst you have an account with the Society.
- Further information on how the Society handles your personal data is available under the 'Privacy' menu option on our website.
- You are entitled to request the Society to restrict its use of your personal data. If you have any questions about how we manage your personal data, or wish to make a complaint, please contact the Data Protection Officer in the first instance on: [privacy@harpendenbs.co.uk](mailto:privacy@harpendenbs.co.uk).
- If you are not satisfied with the handling of your complaint by the Society, you can also make a complaint to the Information Commissioner's Office on: [ico.org.uk](http://ico.org.uk).

## NEXT STEPS

- Send your completed application to us by post at: Harpenden Building Society, Mardall House, 9-11 Vaughan Road, Harpenden AL5 4HU OR by email to [specialistaccounts@harpendenbs.co.uk](mailto:specialistaccounts@harpendenbs.co.uk)
- Or you can leave your completed application form with any members of our Team in any of our branches.
- We will contact you (and any other authorised users) within two business days on receipt of your application.
- If you need any support completing this application please contact the team on 01582 765411 Monday-Friday 9am-5pm, excluding bank holidays.
- Further information can be found on our website at [www.harpendenbs.co.uk](http://www.harpendenbs.co.uk)

## MARKETING AND COMMUNICATION PREFERENCES

Choose your preferences to receive updates from us.

As a Member, at times we will contact you about our services and any improvements we make, or any changes to your account. You can also choose to opt in to receive any marketing communication from us regarding our products and promotions in any of the channels below:

Post  Email  SMS  Telephone

We also provide our communication and documents in alternative formats. Please select the following if they are required: Large print  Braille

Or you can request the above by calling our Member Services Team on 01582 765 411 - Option 1

### Leave us a review with Smart Money People

Visit [harpendenbs.co.uk/savings/your-savings-feedback/](http://harpendenbs.co.uk/savings/your-savings-feedback/)



### View our Trust Savings FAQs

Visit [harpendenbs.co.uk/savings/savings-faqs/](http://harpendenbs.co.uk/savings/savings-faqs/)



### Useful Documents to help manage your trust account

Visit [harpendenbs.co.uk/savings/useful-forms-documents/](http://harpendenbs.co.uk/savings/useful-forms-documents/)



## FOR OFFICE USE ONLY

## BRANCH:

CIN (1)

CIN (2)

ID (1)

ID (1)

ID (2)

ID (2)

Date opened:

Initials: