

Account nickname

Each account that is set up on Business Online Banking shows the account title. If you prefer, you can allocate 'nicknames' to individual accounts that only you can see. This does not affect the account title held by the bank.

Allocate an alternative name for your account

From the Business Online Banking home page, select **Account Nickname** from the left-hand menu. The following screen is displayed.

Corporate Level Account NickName Maintenance		
Account Type	Account Number	Account NickName
<input type="checkbox"/> CURRENT A/C	0000000000000000	Wages Account
<input type="checkbox"/> SAVING BANK A/C	0000000000000000	Tax account
<input type="checkbox"/> SAVING BANK A/C	0000000000000000	VAT Account

The **Account Type** and **Account Number** are displayed together with the current **Account Nickname**. This will be the account title or any nickname that you have previously given to the account.

To change the nickname:

- Select the account using the tickbox on the left.
- Type the new nickname in the **Account Nickname** field.
- When you have finished click **Submit** to save your changes.

Please call 03457 212 212* (6am - 10pm 7 days a week) if you would like to receive this information in an alternative format such as large print, audio or Braille.

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*Calls to 0800 and 0808 numbers are free from landlines and mobiles. Calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Calls to 0845 and 0870 numbers cost 3p per minute, plus your phone company's access charge. Calls to 0844 and 0843 numbers cost 7p per minute, plus your phone company's access charge. Calls may be monitored or recorded for security and training purposes. Information correct as at 06/2017.