



The **co-operative** bank

for people with **purpose**

Adding a new user

Adding a new user to Business Online Banking is simple and straightforward.

On this form, you need to:

- Enter your details
- Enter the new user details
- Return the form to the address provided

This form is for existing Business Online Banking users to request access for a new user.

Add a new user to Business Online Banking

Application form

Please fill in this form to add a new user to your Business Online Banking. It should take 5 minutes to complete.

Please use **BLOCK CAPITALS** only. Please complete all relevant sections.

Customer details			
Sort code	<input type="text"/>	Account number	<input type="text"/>
Account name	<input type="text"/>		
Customer Online ID (Used to log in to Business Online Banking)	<input type="text"/>		

Who will be using Business Online Banking?

Enter the details of new users who will be using Business Online Banking.

This includes both signatories and authorised users.

1			
Title	First name (in full)	Middle name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Surname		Date	<input type="text"/>
<input type="text"/>			<input type="text"/>

2			
Title	First name (in full)	Middle name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Surname		Date	<input type="text"/>
<input type="text"/>			<input type="text"/>

3			
Title	First name (in full)	Middle name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Surname		Date	<input type="text"/>
<input type="text"/>			<input type="text"/>

What to do next

Please scan and email your request to:
bascomms@co-operativebank.co.uk

Alternatively, return completed form to:

Business Online Banking support, FREEPOST NAT5915, The Co-operative Bank p.l.c., Delf House, Southway, Skelmersdale WN8 6ZX.

Please call 03457 213 213* (8am – 8pm Monday to Friday and 9am – 12 noon on Saturday) if you would like to receive this information in an alternative format such as large print, audio or Braille.

The Co-operative Bank p.l.c. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (No.121885). The Co-operative Bank, Platform, smile and Britannia are trading names of The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP. Registered in England and Wales No.990937. Credit facilities are provided by The Co-operative Bank p.l.c. and are subject to status and our lending policy. The Bank reserves the right to decline any application for an account or credit facility. The Co-operative Bank p.l.c. subscribes to the Standards of Lending Practice which are monitored by the Lending Standards Board.

*Calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Calls may be monitored or recorded for security and training purposes.

Information correct at 10/2018