

Please select the type of organisation you are applying on behalf of:

Business ☐

Charity ☐

Club ☐

Which account are you applying for?

Where did you hear about our product?

① Before completing this form please read carefully the important information contained in Section 8 and 9

## Section 1: Organisation details

Organisation name

  


① This must match your nominated bank account in Section 2.

Main activity of organisation

① For example: IT services, children's charity

Company No.

Charity No.

Number of employees

Annual turnover

£

Annual balance sheet total

£

Organisation contact name

Organisation contact number

Organisation contact email

Registered organisation address

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

Correspondence address

① If different to registered address

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

Please provide all MHBS communications by

Email ☐

Post ☐

## Marketing preferences

From time to time we would like to provide you with information about our products and services that may be of interest to you. If you agree to being contacted in this way, please select from the following:

Email ☐

Telephone ☐

Post ☐

If you change your mind at any time, simply contact us and we'll update your marketing preferences.

In relation to opening/monitoring of this account, is the organisation:

1. A registered UK charity with trustees/directors who are tax resident only in the UK and/or the crown dependencies/Gibraltar and/or the US<sup>1</sup>.

Yes ☐

No ☐

If **Yes**, continue to Section 2, if **No**, please continue to Question 2.

2. Is the organisation, and any related entities, liable for tax in the UK only<sup>2</sup>?

Yes ☐

No ☐

3. Does this organisation only operate in the UK?

Yes ☐

No ☐

If you answered no to either question 2 or 3, please provide the countries in which the organisation is paying tax or operating, together with any tax reference/identification number(s).

Country	Tax reference number	Tax ✓	Operating ✓
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 2: Organisation nominated bank details

① All withdrawals must be made to the nominated bank account (excluding Club accounts) which must be in the name of the Organisation and held with a UK bank or building society – proof will be required.

Sort code	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account name	<input type="text"/>							

## Section 3: Interest instructions

- A Pay interest to this MHBS account ☐
- B Pay interest to our nominated organisation bank account (quoted in Section 2) ☐

## Section 4: Deposit and transactions

Purpose of savings	<input type="text"/>		
Opening deposit	£ <input type="text"/>		
Source of opening deposit	<input type="text"/>		
Frequency of deposits	Regular <input type="checkbox"/>	Occasional <input type="checkbox"/>	None expected
Approximate amount of additional deposits	£ <input type="text"/>		
Frequency of withdrawals	Regular <input type="checkbox"/>	Occasional <input type="checkbox"/>	None expected
Approximate amount of withdrawals	£ <input type="text"/>		

## Section 5: Account instructions

Withdrawals and changes to account information to be authorised by ☐ Any signature ☐ Any 2 signatories

<sup>1</sup> HMRC has confirmed that UK registered non-financial charities will be exempt from reporting the tax residency of their trustees.

<sup>2</sup> Tax residency rules for organisations vary from country to country, and can be quite complicated. For instance companies will often be taxed in the country where they are incorporated and may also be resident in any other countries in which they conduct business, while trusts may need to consider where their trustees are resident. If there is doubt about where an organisation is tax resident, professional advice may be required.

## Section 6: Signatories on the account

① This section is to be completed by ALL signatories who have authority to operate and transact on the account.

### Signatory One

Position in the organisation	<input type="text"/>	Occupation	<input type="text"/>
Title	<input type="text"/>		
Forename(s)	<input type="text"/>		
Surname	<input type="text"/>		
Date of birth	<input type="text"/>		
National Ins. No.	<input type="text"/>	Nationality	<input type="text"/>
Current address	<input type="text"/>	Previous address	<input type="text"/>
		① If less than 3 years at current address	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Mobile number	<input type="text"/>	Landline number	<input type="text"/>
Email address	<input type="text"/>		

Are you a tax resident ONLY in the UK?

Yes ☐

No ☐

① If you have answered NO please provide the following information:

Country of tax residency	Tax reference/identification number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Marketing preferences

If you would like to be provided with information about our products and services that may be of interest to you please select from the following:

Email ☐

Telephone ☐

Post ☐

If you change your mind at any time, simply contact us and we'll update your marketing preferences.

### Signatory Two

Position in the organisation	<input type="text"/>	Occupation	<input type="text"/>
Title	<input type="text"/>		
Forename(s)	<input type="text"/>		
Surname	<input type="text"/>		
Date of birth	<input type="text"/>		
National Ins. No.	<input type="text"/>	Nationality	<input type="text"/>
Current address	<input type="text"/>	Previous address	<input type="text"/>
		① If less than 3 years at current address	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Mobile number	<input type="text"/>	Landline number	<input type="text"/>
Email address	<input type="text"/>		

Are you a tax resident ONLY in the UK?

Yes ☐

No ☐

① If you have answered NO please provide the following information:

Country of tax residency	Tax reference/identification number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Marketing Preferences

If you would like to be provided with information about our products and services that may be of interest to you please select from the following:

Email ☐

Telephone ☐

Post ☐

If you change your mind at any time, simply contact us and we'll update your marketing preferences.

## Section 7: Owner details

① This section is to be completed by ALL individuals who own or control more than 25% shares or voting rights, or control the entity through other means and are **NOT** detailed in Section 6 above (Signatories on the account)

We are required by law to confirm the identity of ALL connected individuals to the business regardless of whether they are signatories or not. Please refer to section 9 for more information.

### Owner One

Position in the organisation		Occupation	
Title			
Forename(s)			
Surname			
Date of birth			
National Ins. No.		Nationality	
Current address		Previous address	
		① If less than 3 years at current address	
Postcode		Postcode	
Mobile number		Landline number	
Email address			

Are you a tax resident ONLY in the UK?

Yes ☐

No ☐

① If you have answered NO please provide the following information:

Country of tax residency	Tax reference/identification number

### Owner Two

Position in the organisation		Occupation	
Title			
Forename(s)			
Surname			
Date of birth			
National Ins. No.		Nationality	
Current address		Previous address	
		① If less than 3 years at current address	
Postcode		Postcode	
Mobile number		Landline number	
Email address			

Are you a tax resident ONLY in the UK?

Yes ☐

No ☐

① If you have answered NO please provide the following information:

Country of tax residency	Tax reference/identification number

**Owner Three**

<b>Position in the organisation</b>	<input type="text"/>	<b>Occupation</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>		
<b>Forename(s)</b>	<input type="text"/>		
<b>Surname</b>	<input type="text"/>		
<b>Date of birth</b>	<input type="text"/>		
<b>National Ins. No.</b>	<input type="text"/>	<b>Nationality</b>	<input type="text"/>
<b>Current address</b>	<input type="text"/>	<b>Previous address</b>	<input type="text"/>
	<input type="text"/>	①If less than 3 years	<input type="text"/>
	<input type="text"/>	at current address	<input type="text"/>
<b>Postcode</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Mobile number</b>	<input type="text"/>	<b>Landline number</b>	<input type="text"/>
<b>Email address</b>	<input type="text"/>		

**Are you a tax resident ONLY in the UK?**Yes ☐No ☐

①If you have answered NO please provide the following information:

<b>Country of tax residency</b>	<b>Tax reference/identification number</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Owner Four**

<b>Position in the organisation</b>	<input type="text"/>	<b>Occupation</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>		
<b>Forename(s)</b>	<input type="text"/>		
<b>Surname</b>	<input type="text"/>		
<b>Date of birth</b>	<input type="text"/>		
<b>National Ins. No.</b>	<input type="text"/>	<b>Nationality</b>	<input type="text"/>
<b>Current address</b>	<input type="text"/>	<b>Previous address</b>	<input type="text"/>
	<input type="text"/>	①If less than 3 years	<input type="text"/>
	<input type="text"/>	at current address	<input type="text"/>
<b>Postcode</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Mobile number</b>	<input type="text"/>	<b>Landline number</b>	<input type="text"/>
<b>Email address</b>	<input type="text"/>		

**Are you a tax resident ONLY in the UK?**Yes ☐No ☐

①If you have answered NO please provide the following information:

<b>Country of tax residency</b>	<b>Tax reference/identification number</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Section 8: Information about tax residency**

The UK government has, and will be signing, a number of inter-governmental agreements to share tax information, where applicable, with the tax authorities in other jurisdictions. The requirement to collect certain information about each customer's tax arrangement is part of UK legislation and as a financial services company we are legally obliged to collect it. We are asking for your tax residency and tax identification numbers (where applicable) and will record this on our records, but will only disclose this information to the relevant tax authorities if and when we are required to under UK law.

Your tax residence is generally the country in which you live for more than half a year. Special circumstances (such as studying abroad, working overseas, or extended travel) may cause you to be resident elsewhere or resident in more than one country at the same time (dual residency). The country/countries in which you pay income tax are likely to be your country/countries of tax residence. If you are a US citizen or hold a US passport or green card, you will also be considered tax resident in the US even if you live outside the US. If you have any questions on how to complete this form we recommend that you speak to your tax or legal adviser.

## Section 9: How we use the information you provide on this application form

The information we collect about you and your organisation is used for different reasons. This includes managing your accounts, providing our products and services to you, and meeting our legal and regulatory obligations.

In accordance with the General Data Protection Regulation we are required to check your identity and any connected individuals (e.g Directors, Shareholders, Trustees, and Beneficiaries) before you open an account with the Society. We use an electronic verification system to do this. In certain cases we will need further proof of your, or any connected individual's, identity before we can open the account, please refer to our leaflet 'Proving Your Identity' for further details. All documents you provide will be recorded and copied for audit purposes as part of our anti money laundering requirements.

You will need to ensure that anyone affected by any of these requirements is made aware of and agrees to this.

For further details on how your personal information is used and how we maintain the security of your personal information, please refer to our Privacy Policy at [mhbs.co.uk/privacy-policy/](http://mhbs.co.uk/privacy-policy/) or contact the Society's Data Protection Officer, at [dpo@mhbs.co.uk](mailto:dpo@mhbs.co.uk) or by calling 01858 412412.

## Section 10: Declaration

### We declare that:

- This application form has been completed to the best of our knowledge and belief;
- We declare that all signatories are permanent UK resident(s);
- We consent to the Society using electronic means to verify the identity of all signatories and connected individuals as described in section 9 if required and take responsibility to ensure persons named as Owners are aware of this requirement;
- We have viewed a copy of the product terms and conditions and General Savings Account Terms and Conditions;
- We understand and accept the terms and conditions applicable to this account;
- We acknowledge the Financial Services Compensation Scheme Information Sheet will be received and read on opening of the account;
- We agree to provide an updated self-certification to Market Harborough Building Society within 30 calendar days of any change in circumstances which may affect our tax residency status;
- We understand that Market Harborough Building Society may process, transfer or disclose our personal information to meet contractual, legal & regulatory obligations.
- We understand that under Society Rules, business and charity deposit account customers do not become members of the Society.
- We understand that for club account customers, the first named signatory will be entitled to receive Notices of General Meetings and to vote as appropriate on behalf of all the signatories.

Signature(s)

Date

Please print and sign once completed, and post along with your supporting documents listed below to:  
**FREEPOST MARKET HARBOROUGH BUILDING SOCIETY**

If you are applying on behalf of a:

**Business** - Please provide proof of your nominated bank account detailed in Section 2\*.

**Charity** - Please provide proof of your nominated bank account detailed in Section 2\*.

**Club** - Minutes of the meeting stating the intention to open an account with MHBS and detailing the names of the signatories, and must be signed by the Chairman, Company Secretary or Treasurer,  
If stated please provide proof of your nominated bank account detailed in Section 2\*.

\*Proof of bank could be a voided cheque, paying in slip or a bank statement (dated within the last 3 months).

This information can be made available in braille, large print and audio format

[mhbs.co.uk](http://mhbs.co.uk)

01858 412412

[customersfirst@mhbs.co.uk](mailto:customersfirst@mhbs.co.uk)

Market Harborough Building Society, The Square, Market Harborough, LE16 7PD.

Established 1870. Member of the Building Societies Association.

Prudential Regulation Authority under reference no. 206041.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the