

## How to set up a group bank account

### For voluntary and community organisations

#### Using recommended banks:

The Co-operative Bank: Tel: 03457 213 213

Web: <http://www.co-operativebank.co.uk/business/community>

TSB: Tel: 0345 835 3858

Web: <http://www.tsb.co.uk/business/accounts/treasurer-account/>

HSBC Bank plc: Tel: 0800 731 8904

Web: <https://www.business.hsbc.uk/en-gb/everyday-banking/business-accounts/charity-banking-community-account?DCSext.nav=tabordion>

#### The general process of setting up a group bank account:

1. Investigate potential bank services and decide which has the most suitable account to accommodate for your required purpose. Most will give free 'day to day' banking while you remain in credit.
2. Check that the account is specifically for community groups, or charities (if your group is a charity). Banks may refer to community groups as "Clubs and Societies".
3. Remember, proof will be required that your group is a voluntary, non-profit-making organisation, this may be one of the below documents:
  - A copy of your group's Constitution
  - Memorandum and Articles of Association (if for a limited company group)
  - Confirmation of Charity Registration / Trust deeds (if for a charity group)
4. Ensure you have at least two people named as signatories to sign cheques and approve transactions; this will give greater security to your account.
5. Eligibility will also be checked on the people who are applying:
  - Must be aged 18 years +
  - Be a director or trustee
  - Have no CCJ's, Bankruptcy or IVA's in the last 6 years
  - Live in the UK
6. The bank will need to understand your organisation:
  - What your organisation does
  - The reason for opening the account and how it will be used
  - Your anticipated activity, e.g. whether you will be using cash/cheques, and the likely volumes
  - Who your expected customers will be and where they trade
  - Organisation plans, projections, reports and accounts
  - Source of funds to set up your organisation
  - If your organisation is incorporated a Companies House search will be carried out
7. Applications can be made over the phone or online etc. Follow the above web links to investigate the best option for you. Ensure the application is fully completed and accurate. Even if all sections are complete the bank may have follow up questions for you.

8. Once your new bank account is approved the bank will inform you by post with a date you may begin to use the account.

**Further information about group bank accounts can also be found in the PowerPoint presentation 'Presentation - How to set up a group bank account'**

