

## **Operating your Term or Fixed Account(s)**

These accounts are operated by the Baptist Union Corporation Ltd. All enquiries once the account is up and running should be directed to the Baptist Union Corporation Ltd.

You must elect three signatories on the account. Requests for withdrawing money from your account must be signed by two of these three signatories and sent by post or by email to [financeoffice@baptist.org.uk](mailto:financeoffice@baptist.org.uk) .

Information about a change of signatories must be sent on church headed notepaper signed by two of the current signatories by post or by email to [financeoffice@baptist.org.uk](mailto:financeoffice@baptist.org.uk)

All signatories to the account are separately responsible for keeping to its terms. If any signatory does not keep to the terms we can take action against them; individually or all together.

Information about the account can be given to any signatory by telephone (even though more signatories are required to sign instructions).

The Baptist Union Corporation Ltd is not obliged to make enquiries about the purpose of any transactions.

The account cannot later be put into just one of the signatory's names.

If there is a dispute between signatories about the running of the account, the Baptist Union Corporation Ltd may require all signatories to authorise transactions until you agree how the account is to be run.

Please note the instructions you give will apply to all future accounts you open with the Baptist Union Corporation Ltd unless you specifically tell us otherwise.