RBS banking guide 2013/2014

This guide is designed to help new societies better understand this process and help you get an account set up as quick and smoothly as possible.

If applying for funding from the union, societies must have a bank account. Most societies use RBS as they have a branch on campus, and this guide is specifically for RBS, even thought there is no obligation to bank with them.

What information do they need?

RBS have created a club/society accounts team (C/SA). This is accessible to customers only by phoning: 01709 263 113. This helpline is open 8am-7pm Mon-Fri or 9am-2pm on a Saturday.

The forms are mostly filled in by the member of staff at the other end of the phone. The call takes around 40-45 minutes and you will need to have the information detailed in the next section to hand.

They will give you a unique reference number. Please keep a note of this; it makes any follow up calls much easier.

Group information

* Type of account (Treasurer’s account) and society name.
* Address (Heriot Watt University Student Union, Heriot-Watt University, Edinburgh, EH14 4AS)
* Number of signatories to the account (must be more than 1)
* Previous year’s turnover.
* Date of committee meeting when you decided to open an account with RBS.
* Discussion of income/expenditure forms the club. What are the main ones, how you will collect and roughly what totals you expect.
* Specify rules for withdrawing money from the account
* Features of the account (cheque book, paying in book)

Individual information (each signatory)

* Name, Address, DOB.
* Date you moved to your current address.
* ID (next section)

Identification

It helps if the signatories are RBS or NatWest customers. If so, you just need your RBS account number, and sort code and your “memorable word”, then you are ready to go.

However if you don’t have an RBS account you will first have to take two forms of ID to a branch. One must be photographic and one must be proof of address ( E.g. passport, driver’s license, pass hologram cards or utility bills.)

Constitution

Once your forms are complete, it is likely the bank will ask for a copy of your constitution. You would have signed our template (or created your own) when you affiliated /re-affiliated. If you need a copy of this, please speak to Andy Ashe ([A.Ashe@hw.ac.uk](mailto:A.Ashe@hw.ac.uk))

Complaints

As the process can be quite long, it is best that you don’t hesitate to log complaints when necessary. If you have had no response on your application within two weeks, make sure to chase it up.