

Your Agreement

Product Specific Conditions

Charity Account

Contains additional terms and conditions for the Charity Account which you hold with us.

1. What do you need to read to understand your agreement with us?

These Product Specific Conditions are just one part of the agreement between you and us relating to the **Charity Account** you hold with us.

You also need to read:

- ▶ The General Conditions
- ▶ The authority you have given to us relating to the operation of your **Charity Account**
- ▶ Your application form for the **Charity Account**
- ▶ The Account Charges and Processing Times brochure

2. What happens if the documents which make up the agreement say different things?

If these Product Specific Conditions say one thing and the General Conditions say another, these Product Specific Conditions will apply.

These Product Specific Conditions set out some of the charges for day-to-day banking for the **Charity Account**. Where there is a charge set out below for a service, that charge will apply instead of the charge for the same service which is set out in Section A of the Account Charges and Processing Times brochure.

All the other charges and the other sections of the Account Charges and Processing Times brochure continue to apply to the **Charity Account**. For example, the Business Debit and Cashpoint® Card charges in Section A of the Account Charges and Processing Times brochure and the charges in Section B (for other services which are likely to only be used occasionally) continue to apply to the **Charity Account**.

3. Who can hold a Charity Account?

- 3.1 You must be a charity to have a **Charity Account**, meaning you must be established exclusively for charitable purposes and not operate for the benefit of shareholders or for the generation or distribution of profit and you are not likely to require borrowing facilities. Clubs, societies or associations are not eligible for a **Charity Account**.
- 3.2 Your charity must be independently registered with the Charity Commission or the Office of the Scottish Charity Regulator with a unique registration number or, if your charity is registered in England & Wales, exempt or excepted from registration. You can find more details of what we mean by exempt or excepted by referring to the Charity Commission definitions and guidance.
- 3.3 If you have more than 12 trustees, you will not be eligible for a **Charity Account**.
- 3.4 You can have more than one **Charity Account** but your total **Account Turnover** for all the **Charity Accounts** that you have, has to be less than £250,000 a year.
- 3.5 To establish what your total **Account Turnover** is we will look at credits into your **Charity Account**, or all of your **Charity Accounts** if you have more than one. We will exclude refund charges and interbank transfers between your accounts. We will not look at debits out of your **Charity Account(s)**.
- 3.6 We assess your turnover annually. If your total **Account Turnover** exceeds £250,000, we will convert your **Charity Account(s)** to more suitable business account(s). We will give you two months' written notice of any such change.

4. Your Authority

Your Authority is the authority you have given to us relating to the operation of your **Charity Account**. To have a **Charity Account**, your Authority must include all of your charity's trustees.

5. Do you need to make a minimum deposit?

No.

6. Can you have an overdraft?

We will not agree an authorised overdraft on your **Charity Account**. An authorised overdraft is an overdraft we agree in advance with you and which is subject to a separate agreement between you and us.

You must not let your **Charity Account** go into an unauthorised overdraft. You will be using an unauthorised overdraft if you take out cash or make a payment when you don't have enough available funds. You will also be using an unauthorised overdraft if a payment into your **Charity Account** is recalled by the paying bank or we have added charges, and you don't have enough available funds in your **Charity Account** to cover the amount.

When we say available funds, this includes the amount of any credit balance on your **Charity Account**. It doesn't include any funds which are not yet available for you to use (like recent cheque deposits) or payments we have authorised but not yet taken from your **Charity Account**.

If your **Charity Account** does become overdrawn, we will charge interest at the relevant rate for unauthorised overdrafts. You may also have to pay other charges. For details of our unauthorised overdraft interest rate and charges, please see the Account Charges and Processing Times brochure or refer to business.bankofscotland.co.uk

7. What are the charges for day-to-day banking?

The table below sets out some of the charges for day-to-day banking which apply to the **Charity Account**. These apply instead of the charges for the same services which are set out in Section A of the Account Charges and Processing Times brochure. All of the other charges which apply to the **Charity Account** are set out in the Account Charges and Processing Times brochure.

Transaction type	Charge for each item
Monthly maintenance fees	
General account maintenance fee	£0 each month
Payments into your Account A fee charged when paying in cheques and/or cash at the branch counter, or through other cheque/cash deposit services.	
Credit paid in - branch counter, ATM or depositpoint™	£0.42
Credit paid in via Immediate Deposit Machine, Automated Deposit Machine Night Safe, Business Mobile Banking App, cheque imaging, Post Office® counters or other third-party deposit method	Free
Automated credits	Free
Faster payment credits	Free
Internet/Phonebank credits	Free

Transaction type	Charge for each item
Cash Cash paid in will be charged based on the full value of cash handed over.	
Cash exchanged This is a request to exchange notes and/or coins	£1.25 for every £100
Cash paid in - Branch counter, ATM, depositpoint™, Nightsafe, Post Office® or other third-party deposit method	£0.75 for every £100
Cash paid in - Immediate Deposit Machine or Automated Deposit Machine Please note, if you pay in cash through an Automated Deposit Machine, the owner of the machine may also charge you for this. All machines will give you an on-screen warning of charges in advance, allowing you to continue or cancel the transaction.	£0.42 for every £100
Cash paid out Cash withdrawn at branch counter or Post Office®.	£0.75 for every £100
Lloyds Banking Group Cashpoint® withdrawals	Free
Other bank ATM withdrawals Please note, if you're using another bank's ATM, the owner of the machine may charge you for this. All machines will give you an on-screen warning of charges, in advance, allowing you to continue or cancel the transaction.	Free
Cheques	
Cheque paid in - Branch counter, ATM, depositpoint™, Nightsafe, Post Office® or other third-party deposit method	£0.50
Cheque paid in - Immediate Deposit Machine or Business Mobile Banking App	£0.42
Cheque paid out	£0.50
Electronic payments You won't pay the electronic payments charges below for the first 100 electronic payments in each month.	
Direct debits	£0.10
Faster payment debits	£0.10
Internet bulk payments	£0.10
Internet/Phonebank debits	£0.10
Standing orders	£0.10

Transaction type	Charge for each item
Other Services	
Bacs – Files	£2.25
Bacs – Items distributed	£0.07
Other Credits	Free
Other Debits	Free
Transfer (to or from another account in your name with the sort code starting 12 or 80)	Free

Our service promise

Please let us know if you have a problem – we’re here to help. See our complaints process on our ‘Help & Support’ page at business.bankofscotland.co.uk/complaint

Find out more

 **Contact your relationship team**

 **Go to business.bankofscotland.co.uk**

Please contact us if you’d like this information in an alternative format such as Braille, large print or audio.

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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 169628.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.

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