

//Switching as a Society//



Setting up a bank account can sometimes be more complicated than it seems. There is no set way of doing it - it very much depends on the situation of your group when you open the account as each is assessed individually.

There are, however, certain things that have to be done and this resource will hopefully give you all the information you need to set one up.

Which Bank?

There are many different ethical banks to choose from, and it depends on your society's financial status.

If your society...

Has a charity number:

- We recommend the [Cooperative Bank's Community Directplus account](#)

Doesn't have charity number:

- We recommend [Metro Bank Community account](#)

How do we open the account?

Cooperative Bank Community Directplus Account

1. The first step is to [fill out this form](#)

To do this, you'll need:

- Current bank account details
- Finance details about your society (e.g., annual funds)
- Tax status and Tax Identification Number (TIN)
- Contact details of your treasurer or the person in charge of funds
- Personal details of the Signatories, Authorised Users, Directors and Trustees of your society (if you have them), and their signatures
- Personal details of any shareholders of your society (if you have them)
- Your society's constitution or governing document



Email:

theswitchcambridge@gmail.com

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2. Post the form with any other documents enclosed to:

Business Account Opening
The Co-operative Bank p.l.c. FREEPOST
NWW2331A
P.O. Box 50 Skelmersdale WN8 6YL

Metro Bank Community account

1. Go into your local metro bank and ask to set up a community account for your society - they will guide you through the whole process.

Here's our local Metro Bank in Cambridge:



And you have switched!

If you have any questions, please contact theswitchcambridge@gmail.com



Email:
theswitchcambridge@gmail.com