

Request for Pre-Set Commercial Online Banking Groups

By filling in this form you give us the authority to create a user group and give users access on your behalf.

Only one user group can be set up per form. If you require users to have different levels of access another form will need to be completed.

1. COMPANY NAME

2. ADD/REMOVE USER OR CHANGE VIEW/ADMINISTRATION RIGHTS

User access

User ID
(For Internal Use)

Name

Add ☐ View ☐
Remove ☐ Admin ☐
Input ☐ Verify ☐
Authorise ☐ Delete ☐

User ID
(For Internal Use)

Name

Add ☐ View ☐
Remove ☐ Admin ☐
Input ☐ Verify ☐
Authorise ☐ Delete ☐

User ID
(For Internal Use)

Name

Add ☐ View ☐
Remove ☐ Admin ☐
Input ☐ Verify ☐
Authorise ☐ Delete ☐

User ID
(For Internal Use)

Name

Add ☐ View ☐
Remove ☐ Admin ☐
Input ☐ Verify ☐
Authorise ☐ Delete ☐

User ID
(For Internal Use)

Name

Add ☐ View ☐
Remove ☐ Admin ☐
Input ☐ Verify ☐
Authorise ☐ Delete ☐

User ID
(For Internal Use)

Name

Add ☐ View ☐
Remove ☐ Admin ☐
Input ☐ Verify ☐
Authorise ☐ Delete ☐

3. ACCOUNT GROUPS

Account Groups determine which accounts users can view

Include ALL Accounts ☐ Include ONLY the following Accounts: ☐

Account Number

Account Number

Account Number

Account Number

4. MANDATE

The Mandate sets individual limits for users. These limits must be within the Company limits as set by Metro Bank.

Faster Payments
(max = £250k)

£

International Payments

£

CHAPS

£

Bulk Payments

£

Account to Account Transfer

£

BACS (subject to approval)

£

5. YOUR AGREEMENT

Authorised Signature

Date

Name

Authorised Signature

Date

Name