

See our latest rates and apply now at nationwidecommercial.co.uk

Alternatively, you can talk to a member of the Business Savings team
Call **0800 66 55 11**.

We're here to help Monday to Friday, 9am to 5pm, except bank holidays.

Full details of Terms and Conditions on these accounts
can be found at nationwidecommercial.co.uk/savings



A guide to using your Business Saver account

All our accounts are for your short and long term business savings needs. They are not suitable for use as a business current account or the day to day transactions of running a business.

You can order all our publications in large print, Braille, or audio recording. Just let us know by calling **0800 66 55 11** or emailing us at commercial.deposits@nationwide.co.uk

Nationwide Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 106078. You can confirm our registration on the FCA's website www.fca.org.uk or by contacting the FCA on 0800 111 6768. Nationwide's head office is at Nationwide House, Pipers Way, Swindon SN38 1NW.

CS183 (October 2016)



Our Business Saver accounts are designed to meet your short and long term business savings needs and to help your money grow.

So whether you have a Business Fixed Rate Saver, Business 95 Day Saver, a Business Instant Saver, or a combination of these, here's how they work.

If you've got any questions, just give us a call on 0800 66 55 11. We're here to help Monday to Friday, 9am to 5pm.

Managing your savings

Paying your money in

Business Fixed Rate Saver

If you have a Business Fixed Rate Saver, you'll make a single deposit of between £10,000 and £10 million when you open your account.

Business 95 Day Saver

If you have a Business 95 Day Saver account you can pay in as often as you like. The initial minimum payment is £10,000. After you've made your initial payment there's no minimum amount for future deposits, and you can have a balance of up to £10 million (plus any accrued interest).

Business Instant Saver

If you have a Business Instant Saver account you can pay in as often as you like. The initial minimum payment is £10,000. After you've made your initial payment there's no minimum amount for future deposits, and you can have a balance of up to £10 million (plus any accrued interest).

Four ways you can pay in to your Nationwide account from another account

1. **Ask your bank to send the amount you want to pay in by Direct Electronic Transfer** (in sterling). It's quick and convenient. However, they may charge you to do it. Your money will start earning interest straightaway if it's received before 4pm, or the next working day if after 4pm.
2. **Arrange a BACS or online banking transfer.** You can do this from any sterling account in the UK. Just check with your bank to find out which method they use and how long it'll take.
3. **Ask us to arrange a transfer from another Nationwide Business Savings account.** Just write to us, or if you have email and fax permissions set up on your account, send your request to us by fax or scan and email.
4. **You can also pay in to your account by cheque,** although it's important to be aware that if you deposit a cheque drawn on a UK bank then you'll earn interest from the second working day after we've received it. And you'll be able to make withdrawals on the sixth working day after we've received it. If you do want to pay in by cheque, please make it payable to Nationwide Building Society and write your company name and Business Saver account name and number on the back. Then post it to the Nationwide Business Savings team at PO Box 3, St Georges Street, Douglas, Isle of Man IM99 1AS.

Our bank details

You'll need these to make a payment by Direct Electronic Transfer, BACS or online banking transfer.

Address	Nationwide Building Society, Kings Park Road, Moulton Park, Northampton NN3 6NW
Nationwide account name	Nationwide Building Society
Nationwide sort code	40-02-50
Nationwide account number	01343556
Your payment reference	Your Business Saver account number, followed by your company name.

Managing your savings

Taking your money out

Business Fixed Rate Saver

If you have a Business Fixed Rate Saver you're unable to withdraw money for the duration of the account term.

Business 95 Day Saver

If you have a Business 95 Day Saver account you can take money out as often as you like as long as you tell us 95 days before you'd like to receive your money. The minimum withdrawal amount is £500.

Business Instant Saver

If you have a Business Instant Saver account you can withdraw money as and when you need too. The minimum withdrawal amount is £500.

Making a withdrawal from your account

If you've already given us your nominated account details just visit our website to download our 'Withdrawing money from your Business Savings account' form. Once you've filled out the form you can send it to us by fax, email or post using the details below.

We'll need your signature to authorise your withdrawal, so please remember to sign your posted or faxed instruction, or attach a PDF of your signature if you're sending it by email.

If you haven't already set up a nominated bank account for us to send your funds to, just download our 'Permissions to set up or change your nominated account' form from our website. Once you've filled it out you'll need to send us the original by post.

Both forms can be found on our website at nationwidecommercial.co.uk/savings/guides.

Email	BusSav.Ops@nationwide.co.uk
Fax	01624 696 025
Post	Nationwide Business Savings Team, PO Box 3, St Georges Street, Douglas, Isle of Man IM99 1AS

Fees and charges

There are no fees and charges applicable to our Business Saver Accounts.

Keeping you up to date

Account statements

Business Instant and Business 95 Day Saver accounts

If you have a Business Instant or 95 Day Saver account, we'll send you an annual statement each April showing the interest your account has earned. We'll also send you a monthly statement if there have been any transactions on your account during that period.

And if you'd like to ask for a one off statement, just call us on **0800 66 55 11** or email us at BusSav.Ops@nationwide.co.uk to request one.

Business Fixed Rate Saver accounts

If you have a Business Fixed Rate Saver account, we'll send you a statement when your fixed term ends and your account matures.

Interest rates

You'll find our latest and historic interest rates at nationwidecommercial.co.uk/savings

If our interest rates for Business Instant and 95 Day Saver accounts change to your detriment, we'll write or email to let you know. For more information about interest rate changes and notice periods please take a look at your Business Saver Account Terms and Conditions.

How interest works

Business Instant Saver and Business 95 Day Saver accounts

Your account must have a minimum balance of £10,000 for interest to be paid on it. If the balance drops below £10,000 then no interest will be paid. The account can remain open with any balance (including a balance of at least £1).

Your interest is calculated on the amount of cleared funds in your account every day.

The interest you earn will be added to your Nationwide Business Saver account or paid in to your nominated account monthly or annually, depending on the preference you gave when you opened your account.

Business Fixed Rate Saver accounts

If you have a Business Fixed Rate Saver, your interest will be added to your balance when the fixed term ends and your account matures.

When your Fixed Rate Saver account matures

If you have a Business Fixed Rate Saver account we'll contact you before your account matures to help you arrange the next step for your savings.

If you're unable to decide what you'd like to do next by the time your account matures, we'll transfer your closing balance into an instant access Maturity Reserve account which has a variable interest rate.

When your account matures we'll send you a statement to let you know the rate of interest you'll receive from the Maturity Reserve account, which will pay interest annually.

If your needs change

If your business savings needs change or if you haven't reviewed your accounts in a while, you may want some help to check or re-shape your savings approach.

Just call your Business Savings team on **0800 66 55 11**.

Opening another Nationwide Business Saver account

Take a look at our latest accounts and rates at nationwidecommercial.co.uk/savings. You can apply online, or alternatively you can talk to a member of the Business Savings team on **0800 66 55 11**.

How to open additional business saver accounts

If you wish to open an additional Business Saver account, you can do so by completing and returning an Additional Account Form to us. Information on how to return this to us is provided on the form.

Additional Account Form

You can get an additional account form by visiting nationwidecommercial.co.uk/savings/guides or by calling us on **0800 66 55 11**.

The form needs to be signed in accordance with your account mandate and also enables you to move money from your existing Business Savings accounts into your new account and to close any accounts that you no longer require at the time of applying for your new account.

How long will it take to open?

If we have all the information we need, your account will be opened within 3-5 working days from the date we receive your Additional Account Form. If there have been any changes since opening your Business Savings account, we may have to ask for more information. Once your account has been opened, we will send you a new Account Welcome pack by email (unless you tell us to send it by post).

Changing your existing Business Saver account

You may wish to change your Business Saver account type, for example from an Instant Saver to a 95 Day Saver. You can do this by completing and returning a Change of Account Form to us. Information on how to return this to us is provided on the form.

Change of Account Form

You can get a Change of Account form by visiting nationwidecommercial.co.uk/savings/guides or by calling us on **0800 66 55 11**.

How long will it take to change?

For Business Instant Savers accounts, if we have all the information we need, your account will be changed within 3-5 working days from the date we receive your change of account request.

If you'd like to change our Business 95 Day Saver account, your account will be changed at the end of the 95 day notice period, which will begin from the date we receive your change of account request.

Please be aware that if you currently have one of our 6 Month Saver or 12 Month Saver accounts, these can't be changed until your account matures.

Get in touch

Here if you need us

Call us if you need support

If you have a question or need support, call us on **0800 66 55 11**. We're here to help Monday to Friday from 9am to 5pm, except on bank holidays.

Tell us how we're doing

Customer satisfaction is central to our heritage. If you have any feedback to help us improve our service, products or communication, please let us know. Email commercial.deposits@nationwide.co.uk

If something goes wrong

If something goes wrong, please let us know and we'll do all we can reasonably do to put it right. Call us on **0800 66 55 11** or write to us at: **Business Savings, Nationwide Building Society, Kings Park Road, Moulton Park, Northampton NN3 6NW.**

If you're not satisfied with the way we have dealt with your complaint and you employ less than 10 people and have a turnover or balance sheet of up to €2 million, you can ask the Financial Ombudsman Service (FOS) to get involved. It won't affect your right to take legal action against Nationwide. You can also refer your complaint to FOS first without giving us the opportunity to resolve it, but if you do this, they will only consider your complaint with our consent. FOS provides a free, independent, complaint resolution service. Details about their service and how to refer a complaint to them can be found on their website at www.financial-ombudsman.org.uk