



Delete administrator

# COUTTS ONLINE



*Coutts*

## Guidance notes

This form should be used to delete an existing administrator from Coutts Online. Deleting an administrator will completely remove them from the system and consequently any pending payments that have been created by them will also be deleted.

NB: If only the administration rights are to be removed but the user is to remain on the system then the Create/Amend Administrator form must be used.

### **1. Administrator details**

Enter the administrator's existing username that is currently used to log into Coutts Online. Complete the business name, their title, name and phone number.

### **2. Authorisation**

This form must be signed in accordance with the current Bank Mandate.

Delete administrator  
COUTTS ONLINE

Please complete all sections of this form in BLOCK CAPITALS using black ink. Where marked \* delete as appropriate. Please return to the Coutts Online Team, Coutts & Co, FREEPOST LON20747, Trinity Quay, BRISTOL BS2 0FA. Should you require further assistance completing this form please contact the Coutts Digital Helpdesk on 0207 770 0000.

The form should be used if the administrator is to be deleted from the service. Deleting an administrator will completely remove them from the system and consequently any pending payments that have been created by them will also be deleted.

**1. Administrator details**

Username

Business name

Title Mr  Mrs  Miss  Ms  Other

If 'Other' please specify

First name

Surname

Phone number

**2. Authorisation**

I/We\* confirm that the parties signing this request are on the current mandate held by the Bank.

Signature  Date

Name

Position held

Signature  Date

Name

Position held