



A quicker way for law firms to get paid

RapidPay Application Form

Part A – Client Details

Firm Name:	<input type="text"/>		
Trading Name:	<input type="text"/>	Company Number:	<input type="text"/>
VAT Number:	<input type="text"/>	SRA Number:	<input type="text"/>
Street Address:	<input type="text"/>	Town/city:	<input type="text"/>
		County:	<input type="text"/>
Postcode:	<input type="text"/>	Country:	<input type="text"/>
Postal Address: (if different)	<input type="text"/>	Town/city:	<input type="text"/>
		County:	<input type="text"/>
Postcode:	<input type="text"/>	Country:	<input type="text"/>
Firm Web Url:	<input type="text"/>	Billing Email Address:	<input type="text"/>
Primary Contact			
Title:	<input type="text"/>	Surname:	<input type="text"/>
		Given Names:	<input type="text"/>
Position:	<input type="text"/>	Telephone:	<input type="text"/>
		Mobile:	<input type="text"/>
Email Address:	<input type="text"/>		

Part B – Services

Which RapidPay service are you applying for: RapidPay

The Approved Partner and Data Provider for your service are:

Approved Partner	Payment processor
LEAP Legal Software Ltd CRN 08802975	Stripe Payments UK LTD CRN 08480771

Please select the Accounts you wish to link to RapidPay (Office Account is mandatory):

Office Account	Client Account
Sort Code: <input type="text"/>	Sort Code: <input type="text"/>
Account Number: <input type="text"/>	Account Number: <input type="text"/>
Account Name: <input type="text"/>	Account Name: <input type="text"/>

Part C – Fees Account

Please note that all applicable Fees and Charges will be deducted from your Office Account.

Instruction to your Bank or Building Society.

Please pay Rapid Financial Services Solutions Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Rapid Financial Services Solutions Ltd and, if so, details will be passed electronically to my bank/building society.

The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit Rapid Financial Services Solutions Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Rapid Financial Services Solutions Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by Rapid Financial Services Solutions Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when Rapid Financial Services Solutions Ltd asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Part D – Office Holders

If your Company or Firm has two or more Officers or Partners, please list at least two Officers or Partners below (If a Company, Officers must appear on the Companies House Register). If your Firm has only one listed Officer please list that individual.

Officer 1	<input type="text"/>				
Title:	<input type="text"/>	Surname:	<input type="text"/>	Given Names:	<input type="text"/>
Date of Birth:	<input type="text"/>	Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email Address:	<input type="text"/>				
Officer 2	<input type="text"/>				
Title:	<input type="text"/>	Surname:	<input type="text"/>	Given Names:	<input type="text"/>
Date of Birth:	<input type="text"/>	Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
Email Address:	<input type="text"/>				

Part E – Identification Document Checklist

Please provide copies of the following documents as part of your RapidPay Application:

- Latest copy of a bank statement for your Office and Client Accounts – so we may verify your banking details.
- A copy of a current driver’s licence or passport for each Officer – so we may verify your identity. **Please ensure this is scanned in colour.**

Part F- Authorisation

Signature – Officer 1

Signature – Officer 2

Date:

Date:

By signing this RapidPay Application Form you understand and agree to the following: -

- RapidPay Terms (inclusive of the conditions governing the Direct Debit Instruction) will be provided to you within 5 business days of your Application being received by RapidPay.
- You will be taken to have read, understood and accepted the above Terms.

Please return the completed Application Form and the required Identification Documents either by post to: -

New Applications Team
Rapid Financial Services Solutions Ltd
Level 1, Regal House, 70 London Road
Twickenham TW1 3QS

Or by scanning the relevant documents and sending them via email to info@rapidpay.co.uk.

<u>For Office Use Only:</u>	
LEAP Sales Rep:	Promo Code: