

# IMPORTANT - SUBMISSION GUIDANCE



Teachers For Intermediaries

## HELP US TO HELP YOU.

Please fully read the submission guidance below to ensure a smooth application experience for you and your client.

**\*Incomplete or missing documentation will delay the initial processing of your application\***

## 5 STEPS TO A SUCCESSFUL SUBMISSION:

- 1.** You'll need a printer and scanner to submit to the Society.
- 2.** Complete and print off the application form leaving the signature fields blank. Please ensure all other fields are correctly and fully completed.
- 3.** As the intermediary, please physically sign in the relevant boxes on pages 2 and 3. Unfortunately we are unable to accept automated or computer font signatures.
- 4.** Arrange for your client to review the application and physically sign the declaration page. Again please note that we are unable to accept automated or computer font signatures.
- 5.** Once you have completed the above steps and received the signed declaration from your client, upload the fully signed application form to the portal, as a single document. Also make sure you upload the budget planner and other supporting documents required to support your application.

Please refer to the checklist at the top of page 1 of the application form to make sure you have included all the required information. If you have been advised of any specific additional documents that we require, please ensure that these are also uploaded with the application form.

If you would prefer to post your application to the Society either directly or via your applicant, please use the adjacent Freepost address:

**FREEPOST**  
Teachers Building Society  
Allenview House  
Hanham Road  
Wimborne  
BH21 1BR

Once correctly received, we will start processing your application within the advised service levels. As the Society requires an original direct debit form this will be sent directly to your client for completion and return. If you require support when submitting please contact your BDM or Telephone Account Manager who can guide you through the process:

### HANNAH NEISH

Telephone Account Manager  
DD: 01202 843557  
E: hannah.neish@teachersbs.co.uk

### JON SANTUS

Telephone Account Manager  
DD: 01202 932147  
E: jonathan.santus@teachersbs.co.uk

### RALPH PUNTER

Business Development Manager  
DD: 07741 875248  
E: ralph.punter@teachersbs.co.uk

**FREEPHONE: 0800 378 669**