

## Please keep for future reference

# Glossary

This glossary sets out a number of standardised terms, and their meaning, used by us and other banks. These standardised terms relate to the most common services linked to a current account and will be used in the documentation provided for a current account.

The purpose for standardising these terms is to help customers compare common services and fees with other current account providers.

Term	Definition
<b>maintaining the account</b>	The account provider operates the account for use by the customer.
<b>arranged overdraft</b>	The account provider and the customer agree in advance that the customer may borrow money when there is no money left in the account. The agreement determines a maximum amount that can be borrowed, and whether fees and interest will be charged to the customer.
<b>unarranged overdraft</b>	The customer borrows money when there is no money left in the account (or when the customer has gone past their arranged overdraft limit) and this has not been agreed with the account provider in advance.
<b>refusing a payment due to lack of funds</b>	The account provider refuses a payment from the customer's account because there is not enough money in it (or it would take the customer past their arranged overdraft limit).
<b>allowing a payment despite lack of funds</b>	The account provider allows a payment to be made from the customer's account although there is not enough money in it (or it would take the customer past their arranged overdraft limit).
<b>direct debit</b>	The customer permits someone else (recipient) to instruct the account provider to transfer money from the customer's account to that recipient. The account provider then transfers money to the recipient on a date or dates agreed by the customer and the recipient. The amount may vary.
<b>standing order</b>	The account provider makes regular transfers, on the instruction of the customer, of a fixed amount of money from the customer's account to another account.
<b>sending money within the UK</b>	The account provider transfers money, on the instruction of the customer, from the customer's account to another account in the UK.
<b>sending money outside the UK</b>	The account provider transfers money, on the instruction of the customer, from the customer's account to another account outside the UK.
<b>receiving money from outside the UK</b>	When money is sent to the customer's account from an account outside the UK.
<b>cash withdrawal in pounds in the UK</b>	The customer takes cash out of the customer's account in pounds at a cash machine, bank or Post Office in the UK.
<b>cash withdrawal in foreign currency outside the UK</b>	The customer takes cash out of the customer's account in foreign currency at a cash machine or, where available, at a bank outside the UK.
<b>debit card payment in pounds</b>	The customer uses their debit card to make a payment in pounds. This can be in a shop, online or over the phone.
<b>debit card payment in a foreign currency</b>	The customer uses their debit card to make a payment in foreign currency. This can be in a shop, online or over the phone.
<b>cancelling a cheque</b>	The customer asks the account provider to cancel a cheque that the customer has written.



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