

Xero – Direct Bank Feeds

Automatically import your bank account transactions, saving you time so you can focus on running your business.

Metro Bank partners with Xero to enable direct bank feeds of transactions into Xero online accounting software. This enables you to have your transactions imported and speeds up categorisation. No more manual uploads and downloads. It's effortless to keep your accounts accurate and up to date.

Great if you run a small business and want to:

- Save time and resources
- Run accounts more efficiently
- Keep up-to-date with your finances
- See business performance at a glance

Important Information Summary:

This service is subject to £1 (+VAT) fee charged by Metro Bank per account per month, plus any additional Xero subscription charges.

Any agreement that you enter into with Xero is a contract made between you (the customer) and Xero. As a result Xero will provide terms and conditions, price lists and all servicing related to this contract.

If you have any other questions we would be happy to help, please contact your relationship manager or call us on 0345 0808 508.

Key Features – how can Xero help you run your Business?

- **Reconcile your accounts with one click** – Xero will match most of your bank transactions automatically. You can also create custom rules to automatically match more complex transactions, like split payments.
- **See and manage all your business data in one place** – See all your current account balances, invoices, bills and expense claims at a glance, and add new transactions with a click.
- **Smart Reports** – View and share interactive reports and budgets in real-time – no waiting until the end of the month.
- **Easy Invoicing** – Create professional recurring invoices and receive updates when they're opened.
- **Enter bills** – Manage your cashflow by scheduling payments and batch-paying suppliers.
- **Manage your business on the go** – The Xero Touch iOS and Android app lets you reconcile, raise invoices and post expenses – all while you are on the move



Things you should consider – signing up

- Direct Bank feed is subject to £1 (+VAT) fee charged by Metro Bank per account per month plus any additional Xero subscription charges.
- Xero will collect £1 (+VAT) per account fee on behalf of Metro Bank when collecting its own monthly charge. Please see Xero Terms and Conditions for more information on monthly charge timing.
- To start using Direct Bank feed from Metro Bank to your Xero accounting software you need be a Metro Bank Business Customer and Xero customer. To sign up with Xero go to www.xero.com/uk/metro-bank
- Once you sign up with Xero you need to activate your Direct Bank feed with Metro Bank.
- If you're using Business Internet Banking you can register online by logging in to your internet banking and completing online registration form in Xero Direct Bank Feeds Preferences.
- If you're using Business Online Plus or Commercial Online Banking you can register by post by downloading an application form from our website. Once we receive your form we will set you up.

| | Sign up with Metro Bank | Sign up with Xero |
|---------------------------|-------------------------|-------------------|
| Business Internet Banking | ✓ Online | ✓ Online |
| Business Online Plus | ✓ Post | ✓ Online |
| Commercial Online Banking | ✓ Post | ✓ Online |

- It will take up to 48 working hours from the time we receive your account preferences and authority to disclose information before you can start using your Direct Bank feed in Xero.
- To find out more about the registration process please visit our website on www.metrobankonline.co.uk or contact your Relationship Manager.

Store Opening Hours: Monday - Friday 8am - 8pm • Saturday 8am - 6pm • Sunday 11am - 5pm
Business Customer Service Team: 0345 08 08 508 • business.team@metrobank.plc.uk

metrobankonline.co.uk

Xero – Direct Bank Feeds - (continued)

Things you should consider – transaction data

- Direct Bank feed include all the information contained in your current statement with some extras including cheque numbers and enhanced narratives. As it's sensitive information please make sure that you read the terms and conditions contained in the Authority to Disclose Information form and/or the Terms and Conditions screen in your internet banking.
- Direct Bank feed is the most secure way of transferring your transactional data from Metro Bank to Xero. You can be sure that your business information is protected.
- Metro Bank will send data to Xero daily, Sunday to Thursday.
- Metro Bank enables the direct feed of the following accounts:

| | | |
|-----------------------------------|---|--|
| Business Bank Account | Trust Account | Community Account Fixed Term Deposit |
| Community Current Account | Business Start-up and Business Switcher Current Account | Community Instant Access Deposit Account |
| Business Foreign Currency Account | Business Instant Access Savings | 100 Days' Notice Account |
| Commercial Current Account | Business Credit Card | Client Premium Deposit Account |

Things you should consider – security

To minimise the risk of fraud, you are obliged to take reasonable security precautions as set out in the Terms and Conditions. These may include but are not limited to:

- Keeping your security details safe and secure
- Not sharing your login details with other users
- Browser security updates should be applied at regular intervals by the Browser/Operating system provider e.g. Microsoft
- Installing anti-virus software and updating it regularly
- Installing appropriate firewall software
- Refraining from accessing the account from a computer in a public place
- Not opening emails from unknown sources
- Logging off by using the exit screen link
- Exiting the service when leaving a computer terminal unattended

If you become aware of any potential security breaches, you must notify us immediately.

Contact and Support

- To find out more about Xero and how it can help you grow your business please visit www.xero.com/uk/metro-bank
- For support on receiving feed and any software queries please contact Xero directly at www.xero.com or email bankfeeds@xero.com. Xero is here to help you 24/7.
- If you have any questions about setting up direct bank feeds with Metro Bank, we'd love to hear from you. Contact our local Business Service Centre on 0345 08 08 508 or email business.team@metrobank.plc.uk.