



Black Book Finance Ltd.

**Kinetic Business Centre, Theobald Street, Elstree,
Hertfordshire, WD6 4PJ**

Terms of Business **Tax Bill Funding**

1. The Financial Conduct Authority (FCA)

The Financial Conduct Authority (FCA) is the independent watchdog that regulates financial services in the UK. Black Book Finance Ltd are authorised and regulated by the FCA. Our Firm Reference Number is 821215. This document has been designed by the FCA to be given to consumers considering buying certain financial products, and it explains the service you are being offered and how you will pay for it. In relation specifically to Tax Bill Funding, our permitted business is acting as a Credit Broker, not a lender, in advising on, and arranging, unsecured loan facilities for the specific purpose of Tax Bill Funding. You can check our authorisation and permitted activities on the financial services register by visiting <https://register.fca.org.uk/>. Please review this important document carefully, before confirming whether you wish to accept our Terms of Business.

2. Whose products do we offer?

We offer an unsecured loan product for the purposes of tax bill funding from a single provider that we have chosen to work with exclusively.

3. Which service will we provide you with?

- Our tax bill funding service is limited to advising on, and arranging, an unsecured loan facility of a single provider exclusively and whether we consider it to be suitable, although not necessarily the most suitable product, to meet your tax bill funding requirements, based on the information you have provided to us.
- Our tax bill funding service is provided entirely online at www.blackbookdirect.co.uk
- Based on the information you provide to the online quote engine, the online quotation calculator will provide you with an indication of the likely cost of borrowing, expressed as a Transaction Charge, and the likely monthly re-payments you would be required to make, if you choose to utilise the product.
- Any quotation provided by the online calculator will be indicative only and will be subject to underwriting, following which the terms offered may differ, or you may be declined.
- The lender's underwriting will include a Credit Search which may affect your credit record.
- If you would like to apply for a loan facility, you will be asked to confirm that you have reviewed and accepted this Terms of Business document.
- You will then be directed to our online enquiry form to provide information regarding your financial circumstances and tax bill funding objectives, and upload the relevant supporting documents when prompted.
- We will then complete the lender's Application form based on the information you have provided, and we will send it to the lender for underwriting, together with your supporting documentation.
- Should your application be successful, the lender will issue a formal Credit Agreement for you to review, which will include confirmation of the applicable terms, including the Transaction Charge, your monthly repayment schedule, the term of the loan, the actual Annual Percentage Rate (APR) payable and any Introduction fee that we may receive by the lender for the introduction.
- Black Book Finance will also send you a Suitability Letter for your reviewing and signing.
- If you are happy with the terms offered, you will then complete, sign and return the Credit Agreement and Direct Debit Mandate.
- Once the lender has received your signed Credit Agreement and Direct Debit Mandate, they will make the bill payment directly to HMRC on your behalf.
- You will then start making the required monthly repayments to the lender.

- Providing all monthly payments are then met in full each month, the tax bill loan facility will be repaid at the end of the selected repayment term.

NOTE: Alternative Lending Options

Since we use the unsecured loan product from one provider exclusively for tax bill funding, we are not advising you whether any other unsecured or secured form of lending might be more suitable or whether more competitive terms are available across the whole of the market. Should you require such a service, we can introduce you to a suitably qualified independent brokerage firm.

4. What will you have to pay us for our services?

- You will not be charged a fee by Black Book Finance, but we will be paid a fee by the lender. This fee will be disclosed to you in writing, within our Suitability Letter.

5. Cancellation Rights

- You have the right to choose not to proceed with the Credit Agreement issued to you, without incurring any penalty. This would not affect your statutory rights in any way.

6. Data Protection

Black Book Finance Ltd are registered with the Information Commissioners Office and comply with the relevant Data Protection legislation. The information you provide is subject to the Data Protection Policy and Privacy Notice of the firm, which is available upon request. You may request confirmation of the information we hold about you, to which we will respond within 30 days. You consent to us, or any company associated with us, for processing your personal data in accordance with the Data Protection Policy and Privacy Notice of the firm. If you provide data to Black Book Finance Ltd, you must only do so if you are authorised to release such Personal Data by the data subject. If you wish to obtain a copy of the firm's Privacy Notice, please contact Black Book Finance Ltd in writing at Black Book Finance Ltd, Kinetic Business Centre, Theobald Street, Elstree, Hertfordshire, WD6 4PJ, or by phone on 0203 616 6511. Black Book Finance Ltd may undertake checks via credit reference and fraud prevention agencies to manage your account with us. These checks should not affect your credit rating. The lender may also undertake checks via credit reference and fraud prevention agencies to obtain information with regards to your credit profile, and these checks may affect your credit rating.

7. What to do if you have a complaint

If you wish to register a complaint, please contact us in writing to: Complaints Department, Black Book Finance Ltd, Kinetic Business Centre, Theobald Street, Elstree, Hertfordshire, WD6 4PJ or by phone on 0203 616 6511. If you wish to obtain a copy of the firm's Complaint Handling Procedure, please contact Black Book Finance Ltd. If you are unable to settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service www.financial-ombudsman.org.uk

8. Are we covered by the Financial Services Compensation Scheme (FSCS)?

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This will depend on the type of business and the circumstances of the claim. Further information about compensation scheme arrangements is available from the FSCS.

9. Professional Indemnity Insurance

We conform to the FCA requirements in respect of Professional Indemnity Insurance. This type of insurance is mandatory for credit broking intermediaries.