



gatehousebank

Intermediary Fee Payment Guide

As of 6 January 2020 we have now changed our Procurement Fee payment process.

If your case completed after the 6 January 2020, you no longer need to submit an invoice. Your fee will be paid the following Tuesday after completion.

For cases that completed before 6 January 2020, an invoice is still required to process the procurement fee payment.

Payment routes for cases that completed after the 6 January 2020

If you are an **Appointed Representative** the fee will be paid to your Network.

If you are **Directly Authorised** and you selected a club when you registered, the fee will be paid to your club*.

*Please note if your club has changed since registering you will need to update us by emailing brokersupport@gatehousebank.com. We will then update your account and correct your payment route moving forward. If you are unsure what your club is you can contact our Telephone BDM's on 08000 356 544.

If you are Directly Authorised and selected no club when you registered then the fee will be paid directly to your company. You will need to provide confirmation of the company's bank details on letter headed paper signed by the director(s) of the company along with their contact details. We will also require an email address for remittance statements.

Please email the above details to brokersupport@gatehousebank.com, failure to provide any of the information or in the wrong format may delay your payment.

To find information on our fees, please refer to our document [Intermediary Fees and Introducer Fees](#) for our HPP & BTL products on the Bank's website.