



Terms and conditions for using a pre-funded account

Definitions

1. For the purposes of these terms and conditions, 'DVSA', 'we' or 'us', all refer to the Driver and Vehicle Standards Agency, an executive agency of the Department for Transport.
2. For the purposes of these terms and conditions, 'customers', 'you' or 'your' refers to business customers of DVSA.
3. A pre-funded account is a facility offered by DVSA to business customers in respect of certain DVSA services whereby funds may be deposited for the exclusive use of payments against that service. An example of a service is the recording of Driver CPC periodic training.

General

4. Accounts must be operated in accordance with the user guide which is available for download from www.gov.uk/dvsa-practical-test-business-service. The guide also contains appropriate contact details.
5. Customers may utilise pre-funded accounts within certain DVSA online services which are accessed via secure Government Gateway routes. A separate pre-funded account must be set up for each service where this facility is required. A separate application and signed set of terms and conditions must be submitted for each service.
6. You must have enrolled to use the relevant DVSA service before applying to set up a pre-funded account for use against that service.
7. After DVSA have set up a pre-funded account for a service, customers may then create additional pre-funded accounts for use against that service, if this is required. This is carried out online on a self-service basis. Customers may not transfer funds between different pre-funded accounts.
8. These terms and conditions apply to all accounts that you may set up for this service.
9. You are responsible for keeping your company security details private and must make all users of the system aware that any logon details are individual to them and must not be shared with anyone else. You are responsible for ensuring that all users comply with these terms and conditions. Where more than one pre-funded account has been set up for your business, you are responsible for monitoring these and ensuring that all are operated in compliance with these terms and conditions. If you use this service from outside the UK, you are responsible for ensuring your use conforms to national laws.

10. If DVSA take payment for a transaction, DVSA'S liability is limited to the amount you have paid for the transaction. When using a pre-funded account to pay for a service, you must have sufficient cleared funds in that account. No interest payments will be made by DVSA on the funds held in the pre-funded account.
11. Any inappropriate use of the pre-funded account may lead to access to the service being suspended or withdrawn. Examples of inappropriate use include, but are not limited to, breach of these terms and conditions, defaulting on payments made into the account, fraud, hacking or the spreading of computer viruses. We reserve the right to suspend your use of pre-funded accounts pending investigations into possible inappropriate use.
12. No data transmission over the internet can be guaranteed as totally secure. While DVSA strive to protect such information, DVSA do not warrant and cannot ensure the security of any information which you transmit. Accordingly, any information which you transmit to DVSA is transmitted at your own risk.
13. DVSA will only use your personal information in line with their privacy statement. This can be found at www.gov.uk/government/publications/driving-standards-agency-privacy-policy/dsa-privacy-policy.html.
14. DVSA reserves the right to audit organisations, without warning, that have registered for this service to ensure these terms and conditions are adhered to. DVSA reserves the right to make unilateral amendments to these terms and conditions and will provide three months notice of any such amendments.
15. DVSA reserves the right to close any account not actively being used or otherwise reduce the amount of funds contained within an account where these are considered excessive for the amount of expected transactions. Any such funds shall be returned to the organisation in accordance with section 25.
16. If you wish to contact DVSA by telephone you must provide the relevant security details to confirm your identity prior to any discussion of account details.
17. Where any refunds are due against cancelled tests or Driver CPC training records, these will be paid back via the same method and account used to credit the account.

Crediting your account

18. For users of the Driver CPC and delegated examiner notification service you may add credit to your account via a BACS/CHAPS payment submitted to DVSA; online by use of a credit / debit card, or a via cheque. The minimum amount that you may credit your account with is **£200**.

Businesses using the online business service for practical tests can only credit their account by payment card.

Crediting by payment card – all services

19. Funds that you credit to your account online via credit or debit card will be available for use immediately.

Crediting by BACS / CHAPS - Driver CPC and delegated examiner notification service only

20. Payments must be submitted as per instructions detailed in the user guide, and you must ensure that the BACS or CHAPS transmission reference field includes both your business followed by the pre-funded account number.
21. Payments made by BACS or CHAPS will be credited into your DVSA pre-funded account within three working days of receipt into DVSA's bank account. (Note that your bank may make a charge for this service.)

Crediting by cheque - Driver CPC and delegated examiner notification service only

22. Cheques must be submitted as per instructions detailed in the user guide, and must be accompanied with the official form (these documents are available for download from www.gov.uk/record-delegated-driving-test-details and www.gov.uk/record-driver-cpc-training-you-deliver
23. Funds will be made available to the pre-funded account 6 days after receipt. This allows time for the cheque to clear through the bank. Cheques must be submitted with the official form.

Adjustments to credits

24. Where receipts processed into a prefunded account are subsequently subject to adjustment or default through the banking system e.g. bounced cheques or credit card charge-backs, DVSA reserves the right to make any necessary adjustment to the account balance without notice.

Withdrawals

25. In order to maintain security of customer funds, all requests for account closures or partial withdrawals will be credited to the customer using the method via which the payment was received. Where a customer wishes to change payee, bank account, or payment card details this will need to be done in writing in accordance with the user guide for pre-funded accounts.

Declaration

Sign and return the declaration, and keep a copy.

I declare that I am duly authorised by the organisation named below to open this account on their behalf and that all monies held in credit on this account shall remain the property of the said organisation.

I agree to the terms and conditions to use the pre-funded account/s laid out above.

I understand that failure to do so may result in temporary or permanent exclusion from the facility.

Name		Position	
Organisation			
Signed		Date	

Service against which account will be used (tick one only):

Practical test online business service

Business ID: _____

Delegated driving tests

Delegated examiner ID: _____

Record Driver CPC periodic training

JAUPT centre ID: _____