

Same Day Payment Request Form

This form can be completed electronically then saved and printed. If completing manually, please complete in black ink and BLOCK CAPITALS. If you need any help completing this form, please call us on 01257 235003 or visit your local branch.

Customer Authority

- Before you go ahead, we want to make sure that you're not being scammed. Fraudsters can be very convincing - they may pretend to be us, the police or another trusted organisation before trying to steal your money.
- If you have any doubts or are being put under pressure to make this payment, please stop and let us know - we're here to help.
- Take 5 To Stop Fraud.

Take Five - To Stop Fraud | To Stop Fraud (takefive-stopfraud.org.uk)



Take a look at these questions before sending any money. Please provide a response in each box when you have read the information

Are you being told what to say to us? ☐ Yes ☐ No

Are you being rushed or pressured into making this payment? ☐ Yes ☐ No

Are you happy that you know who this payment is going to? ☐ Yes ☐ No

Chorley Building Society Details

Account Name

Account Number

Address

Contact Number

To comply with Anti Money Laundering obligations, full details of the account holder must be provided with any payment.

Beneficiary's Details

Payments can only be made to a nominated account in the account holder's name.

Payments to 3rd parties are not permitted unless the payment is to a Solicitors for completion of a house purchase or probate.

These details will be included when the payment is sent. In the event of missing information we are obliged to provide your details to the beneficiaries Bank or Building Society.

Account Name

Account Number Sort Code

Bank/Building Society Name

Reference/Roll Number

Reason for Payment

A CHAPS fee of £25.00 will apply. This cannot be deducted from the amount to be transferred.

Transaction Details

If incorrect details are provided, the Society cannot be held responsible for any delay, loss or refund

Amount

£

Amount in words

If this form is completed in advance of a transfer please detail the date to process the transaction

Processing Date

This payment will be made by CHAPS. For full CHAPS details please refer to the Society's Terms & Conditions.

Terms & Conditions explain your rights and responsibilities, and our rights and responsibilities, in respect of the use of the CHAPS service.

Customer Authority

☐ I have read and understood the 'Take Five to Stop Fraud' information on this form

☐ I understand that once the payment has left my account that this cannot be amended or recalled.

Signature:

Date:

*Requests received after **3pm** will be processed the next working day (or the next working day after that if this falls on a Saturday, Sunday or Bank Holiday).*

Please check your details carefully. Your instruction is subject to our standard checks.

Your Personal Information and what we do with it

We are a data controller of your personal information. The way that we process your personal information is described in our Privacy Notice. The information is available on our website www.chorleybs.co.uk/privacy

FOR INTERNAL USE ONLY

Request taken by

Postal/Branch

Time Request Received

Identification Seen

Added to whiteboard by

Copy given to member

Telephone Call Completed
(date & time)

Head Office address: Key House, Foxhole Road, Chorley, PR7 1N Z | 01257 23 5003 | chorley@chorleybs.co.uk | www.chorleybs.co.uk

Chorley Building Society is the trading name of The Chorley and District Building Society. The Chorley and District Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority with the Firm Reference Number: 206023.

You can check this on the Financial Services Register at <http://register.fca.org.uk>. Our registered Office is at Key House, Foxhole Road, Chorley, PR7 1NZ.