



# Business Account Withdrawal 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.

## Chorley Building Society Details

Account Name

Account Number

## How would you like to make your withdrawal?

Cheque  \*This will be made payable to your Business

Next Day Payment to your Nominated Bank Account

CHAPS payment to your Nominated Bank Account  A CHAPS fee of £25.00 will apply. This cannot be deducted from the amount to be transferred.

## Beneficiary's Details

Payments can only be made to your nominated bank account which is in the name of your Business. Please re confirm these details below:

Account Name

Account Number

Sort Code

Bank/Building Society Name

Reference/Roll Number

Reason for Payment

## 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

If you have requested this payment to be made by CHAPS, please refer to the Business Account Terms & Conditions for an explanation of your rights, responsibility, and our rights and responsibilities, in respect of the use of the CHAPS service.

## Customer Authority

I confirm I have provided the correct period of notice

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

Signature 1

Name

Date

Signature 3

Name

Date

Signature 2

Name

Date

Signature 4

Name

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](http://www.chorleybs.co.uk/privacy)