## **CHAPS TRANSFER REQUEST (UK BANKS ONLY)**

Be aware if you receive a call asking you to transfer your money elsewhere that you were not expecting, hang up and do not carry out the request

1. YOUR LOUGHBOROUGH BUILDING SOCIETY ACCOUNT DETAILS		
Account Number Contact Number		
Account Name		
2. YOUR PAYMENT REQUEST		
Date Required		
Closing Balance (please tick) or Amount required , .		
Amount in words		
Details of your bank account:		
Receiving bank and branch		
Account Name in full		
Sort Code Account number		

Reference to be quoted

## 3. IMPORTANT: About the payment you want us to make

Has anyone asked you or is forcing you to make this payment?	YES / NO
Could the request to send money be fake or a scam?	YES / NO
Is the account we are sending money to in your own name?	YES / NO
Does anyone else have access to this account? if so provide further details below	YES / NO
Have you been asked to share any information about your account for example, your account details, your card, pin or online banking details?	YES / NO

	l be debited to the account your payment is ay*, the funds will be credited to the designated er 2pm the funds will be credited to the
Customer signature(s):	Date
4. LBS USE ONLY	
Passbook retained by:	Date
Instructions received and checked by (Staff signat	ureBranch Code
Authorised by (Branch Management signature):	
Finance: Input: Authority 1:	Authority 2:
Identification Obtained	

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