

Please see the reverse for the terms & conditions and the restrictions that apply to a notice account withdrawal form.

Name													
Value Date													
HBS Account Number											30 Days Notice		90 Days Notice

Amount (in figures)	£								
Amount in words									
Cash Withdrawal	<input type="checkbox"/> Collection in branch only								
Cheque Withdrawal	<input type="checkbox"/> Postal		<input type="checkbox"/> Collection (please select branch below)						
	<input type="checkbox"/> Harpenden Branch		<input type="checkbox"/> Leighton Buzzard Branch						
	<input type="checkbox"/> Radlett Branch		<input type="checkbox"/> Tring Branch						
Faster Payment <small>(Verified nominated bank account in your name only. See terms and conditions over).</small>	Bank Name								
	Name on Account								
	Sort Code								
	Account Number								
	Reference on Payment								
Transfer to another HBS account	Name on HBS account								
	HBS Account Number								

Signature 1		Signature 2	
Date		Date	

<input type="checkbox"/>	Signature Check	<input type="checkbox"/>	Task Manager Update	<input type="checkbox"/>	Originating Source						
<input type="checkbox"/> Notice Date- Electronic Payment - Branch/MST				<input type="checkbox"/> Notice Date- Electronic Payment - MST							
<input type="checkbox"/>	Account Debited	<input type="checkbox"/>	Closure	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Financial Sanctions Check	<input type="checkbox"/>	HSBC input/upload
<input type="checkbox"/> Notice Date- Electronic Payment - Branch/MST				<input type="checkbox"/>	Authorised by	<input type="checkbox"/>	Processed				
<input type="checkbox"/>	Balance Check	<input type="checkbox"/>	Cheque Signed								

Terms and Conditions and the restrictions that apply to a Notice Account Withdrawal form

To ensure your request is processed in a timely manner, please ensure that you complete this form using a black pen in block capitals.

Our staff are not permitted to complete this form on your behalf, unless in exceptional circumstances. If there are any discrepancies, incorrect details or errors on the form, your request will be cancelled and you will be required to complete a new form.

- **30 Days Notice Terms and Conditions**

- 30 days' notice is required for any withdrawals from your account. The notice period starts on the date we received your signed request. Withdrawal must be for a specific amount unless the account is to be closed.
- You must keep a minimum balance of £1,000.00 in the account at all times. If your withdrawal request will take your balance below this amount, your request will not be processed.
- If you have requested a cheque or a cash withdrawal, please be advised that if the funds have not been withdrawn on the day the notice period expires you will be required to give a further 30 days' notice.

- **90 Days Notice Terms and Conditions**

- 90 days' notice is required for any withdrawal from your account. The notice period starts on the date we receive your signed request. Withdrawals must be for a specific amount unless the account is to be closed.
- You must keep a minimum balance of £5,000.00 in the account at all times. If your withdrawal request will take your balance below this amount, your request will not be processed.
- If you have requested a cheque or a cash withdrawal, please be advised that if the funds have not been withdrawn on the day the notice period expires you will be required to give a further 90 days' notice.
- If you have requested a faster payment, this will only be sent to a single nominated UK Bank/Building Society account in your name. If you have not already provided us with details of your nominated account you will be required to evidence this when completing this form by providing a copy of a current bank account statement, debit card or cheque/paying in book which shows the account number, sort code and name of the account.
- Once your faster payment request has been actioned on the due date, you are unable to stop or recall the funds. If the details you have entered onto the form were incorrect and the payment has been sent, we are unable to recall the funds. You will need to apply directly to the recipient for a refund as the funds will have already been credited to their account.

You can cancel your request at any time up until the day before the notice period expires. Cancellation instructions can be given in branch, by phone to our Member Services Team on 01582 765411 or by email to enquiries@harpendenbs.co.uk