



## **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- If you have requested a cheque or a cash withdrawal, please be advised that if the funds have not been withdrawn on the day the notice period expires you will be required to give a further 30 days' notice.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- If you have requested a cheque or a cash withdrawal, please be advised that if the funds have not been withdrawn on the day the notice period expires you will be required to give a further 90 days' notice.

### **120 Days' Notice Terms and Conditions**

- 120 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 £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- If you have requested a cheque or a cash withdrawal, please be advised that if the funds have not been withdrawn on the day the notice period expires you will be required to give a further 120 days' notice.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](mailto:enquiries@harpendenbs.co.uk)