

# Notice Account Withdrawal Form

This form will be scanned electronically; please help us to deal with your request correctly by writing inside the boxes in BLOCK CAPITALS and using black ink.

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

## 1. Account Details

Name		
Value Date		
HBS Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Notice A/C Type

## 2. Withdrawal Instructions

Amount (in figures)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Amount in words		
Reason for withdrawal (if over £1,000)		
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	<input type="text"/>
	Name on Account	<input type="text"/>
	Sort Code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
	Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Reference on Payment	<input type="text"/>
Transfer to another HBS account	Name on HBS account	<input type="text"/>
	HBS Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## 3. Account holders confirmation

Please accept this as my authority to withdraw the amount requested above as stated, from my Harpenden Building Society account. I confirm that I have read the Society's terms and conditions overleaf. I understand if there are any discrepancies, incorrect details or errors on the form my request will be cancelled and I will be required to complete a new form.

Signature 1	<input type="text"/>	Signature 2	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Once this form has been completed please take it into your local branch, or return to Harpenden Building Society, FREEPOST, SB165, 14 Station Road, Hertfordshire, AL5 4BR.

### For Office Use Only - initial and complete below

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

## **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.

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

- 45 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 45 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](mailto:enquiries@harpendenbs.co.uk)