

Payment to be sent via CHAPS same day transfer service, if requested by 15:00.  
Charge: £11.00. PLEASE COMPLETE IN BLOCK CAPITALS USING A BLACK PEN

Value Date (Date of transfer)	
Bank Name	
Name on Account	
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 (for the beneficiary)	
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"/>
Amount in Words	
Reason for withdrawal	

Name on HBS Account	
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"/>

Please accept this as my authority to transfer the amount as stated via CHAPS and debit the fee of £11.00 from my Harpenden Building Society account. I can confirm that I have read the Society's CHAPS Terms and Conditions overleaf and understand that if any of the details on this form are incorrect or unclear, the payment will be cancelled and I will be required to complete a new form and where necessary pay another fee. I understand that 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.

Authorised signatory 1	
Authorised signatory 2	

### FOR OFFICE USE ONLY

#### Branch/MST

Signature Check  Closure?  Y  N Notice Given?  Y  N  NA

#### MST initial boxes to confirm

A/C debited?  Charge passed  HSBC input/uploaded   
 Authorised by  Processed

**CHAPS Terms & Conditions**

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

Our staff are not permitted to complete this form on your behalf, unless in exceptional circumstances.

We will require your passbook in order to process your request.

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.

Any alternations must have a full signature against them, if this makes the details unclear a new form will be required. If your payment request is received after 15:00, it will be processed on the next working day.

**CHAPS Facts**

CHAPS stands for Clearing House Automated Payment System and is the UK's same day high value payment system. CHAPS is the only UK payment system which guarantees a same day transfer, providing all the details provided are correct.

Once your request has been actioned and the funds have been sent via CHAPS, you are unable to stop or recall the funds. If the details entered onto the form were incorrect and the payment has been sent successfully, 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.

**Fees**

There is a fee for sending payment using the CHAPS of £11.00 as stated in our Tariff of Charges, which are available in branch or from our website. This will be debited from your account at the same time as the payment.

**Contact details**

If you have any questions please feel free to contact your local branch, or Member Services at Head Office on 01582 765411 or email them at [enquiries@harpendenbs.co.uk](mailto:enquiries@harpendenbs.co.uk).