

Electronic Payment Request

To be sent via CHAPS



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	
Account Number	
Reference on Payment (for the beneficiary)	
Amount (in figures)	£ .
Amount in Words	
Reason for withdrawal	

Name on HBS Account	
HBS Account Number	

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
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MST initial boxes to confirm

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