

# Third Party Withdrawal Mandate

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

Please see the reverse for the terms & conditions and the restrictions that apply to a third party withdrawal mandate.

## 1. Nominee's details

Title:  Mr  Mrs  Miss  Ms  Other (please specify):.....

Forename(s): .....

Surname:.....

### Permanent residential address

Property number / name:..... Postcode: .....

If you lived at the above address for 12 months or less, please provide details of your previous address below:

Date of changed address: .....

Property number / name:..... Postcode: .....

Please take this as my authority to use the information provided above along with any identification I have provided to conduct an electronic search to verify my identity. I understand that in the event of this search being inconclusive, I may be requested to provide additional documentation.

Signature of Nominee:..... Date: .....

## 2. Account(s) from which withdrawals are authorised

If you have more accounts to list, please mark this box with an X,  and list them on the reverse of this form.

## 3. Account holders confirmation

I/We give authority for the above mentioned nominee to request withdrawals on my/our behalf from the listed account(s).  
 I/We understand that this authority will remain until it is revoked by me/us or my/our nominee.

Signature 1:..... Date: .....

Signature 2:..... Date: .....

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.**

## Branch use only - initial and complete below

Date received	ID Present & correct	ID Attached	Date sent to MST	Staff initials	Signature verified
.....	.....	.....	.....	.....	.....

## MST use only - initial and complete below

Date received	CIN Account holder	CIN Nominee	Staff initials	Date checked	Staff initials
.....	.....	.....	.....	.....	.....

## **Terms and Conditions and the restrictions that apply to a Third Party Withdrawal Mandate**

The nominee;

- Will be permitted to withdraw up to £500.00 in cash per day,
- Will be permitted to request cheques made payable to the account holder only,
- Will be permitted to make cheque withdrawals up to and including £5,000.00. If an amount greater than this is required, you must present a signed authority from the account holder requesting the amount,
- Will be permitted to authorise electronic transfer requests up to and including £5,000.00 per day into a nominated account in the account holder's name only. If additional funds are required, you must provide a signed authority from the account holder,
- Will NOT be permitted to view or operate the account holder's accounts using Online Services,
- Will NOT be permitted to close or open any accounts with the Society in the account holder's name,
- Will NOT be permitted to authorise any changes to the account holders accounts or record with the Society i.e. change of address.

The Society will write to the account holder on an annual basis to confirm that this authority is still in operation.

Please note this authority can be cancelled at any time with a written, signed instruction from the account holder or nominee.

If the Society feels that the authority is being misused or a more formal authority is required we may terminate the authority.