The Stafford Building Society

Account Withdrawal & CHAPS Instruction

Please debit SRBS account number					-						-	
Name												
Address												
Contact Number												
Amount (£ … / **minimum £5,000**)												
Amount in words												
Please note that the £25 CHAPs fee will be withdrawn from the debiting account												
Purpose of Transaction												

Please transfer the funds to:

Bank Name	
Bank Address	
Sort Code	
Account Number	
Account Name	
Reference for transfer	

Date: ……

Signed: …… Signed: ……

Name, address, passbook signature checked to account records. (Cashier Signature)	CHAPS & £25 Fee withdrawn from account. Account details input correctly. Passbook handed back to customer. (Cashier Signature)	Transaction screen checked that form matches & CHAPS & Fee have been debited and authorised for processing. (authoriser signature)	Once authorised email sent to accounts that CHAPS needs to be keyed (cashier)
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