

Business Reserve transaction request form



- Please use **BLOCK CAPITALS** and black ink throughout and complete both sides
- Please print clearly within each box:

A	B	C	A	C	C	O	U	N	T
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- Mark selection boxes clearly with an 'X' – if you make a mistake, fill the entire box and then mark the correct box: Yes

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 No

X

Type of transaction:	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">Cheque deposit</td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>	Cheque deposit			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">Cheque withdrawal</td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>	Cheque withdrawal			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">Electronic transfer</td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>	Electronic transfer		
Cheque deposit												
Cheque withdrawal												
Electronic transfer												
Business Reserve account number	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;"></td><td style="width: 33%; text-align: center;">-</td><td style="width: 33%;"></td></tr></table>				-							
	-											
Business Reserve account name	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>											
Business contact name this person must be an Authorised Signatory	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>											
Business contact telephone number including STD code	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>											
Transfer/withdrawals only: if you would like us to process your request on a specific date, please enter it here: This date can't be more than 30 days ahead. This will be the date that the funds will be sent and will not necessarily be the date you receive them (if the date you give falls on a non-business day, your request will be processed on the next business day). If no date is given, we will process your request on the day we receive it.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; text-align: center;">D</td><td style="width: 33%; text-align: center;">/</td><td style="width: 33%; text-align: center;">M</td><td style="width: 33%; text-align: center;">/</td><td style="width: 33%; text-align: center;">Y</td><td style="width: 33%; text-align: center;">Y</td></tr></table>			D	/	M	/	Y	Y			
D	/	M	/	Y	Y							
Signature(s) for processing the instruction overleaf (each signatory must also give the date next to their signature) The number of signatures required will depend on the number of authorised signatories you have specified for the day-to-day running of the account	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>											
SIGNATURE(S) & DATE(S) OF SIGNING	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>											

Staff use only:

Identity confirmed by:

Bank details checked by:

Transaction processed by:

Acknowledged by:

Despatched by:

EX	
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If you need help in completing this form, please call our UK-based Contact Centre on **0345 600 7301**. Lines are open from 8am to 6pm business days, 8am to 3pm Saturday and 10am to 1pm Sunday. Calls to 03 numbers cost the same as calls to 01 or 02 numbers and they are included in inclusive minutes and discount schemes in the same way. Calls may be monitored and recorded.

Fold here

Cheque deposits:

We are not able to accept cash or post-dated cheques. Cheques must be made payable to the business name an crossed 'Account payee only'. The minimum amount you can deposit is £1,000.

Please enter the amount(s) of each cheque you are depositing:

£		•	
£		•	

£		•	
£		•	

Please write your account number on the reverse of each cheque deposited

Total amount	£		•	
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Cheque withdrawals:

All cheque withdrawals will be made payable to the business name and posted to your registered address that is held on our records.

Please enter the amount in numbers and words: if you are closing the account, please write 'TO CLOSE' instead of an amount.

£		•	
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AMOUNT IN WORDS (CAPITALS)

Fold here

Electronic transfers:

Electronic transfers can only be made to your nominated bank account, as held on our records, which must be in the name of the business.

Please enter the amount in numbers and words: if you are closing the account, please write 'TO CLOSE' instead of an amount.

£		•	
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AMOUNT IN WORDS (CAPITALS)

Transfer type:

FPS transfer	CHAPS transfer (there is a charge for this service – by marking this box you agree to the £25 CHAPS transfer charge)
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If CHAPS transfer: please tell us the CHAPS transfer reference number (if applicable)

| | | | | | | | | | | | | | | | | | | | | |

Please confirm the details of your nominated bank account, to which the amount above will be transferred: If these details are different from those held on our records, we will not be able to process this request.

NAME OF ACCOUNT

Account number*		Sort code	-	-	
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*we cannot make transfers to accounts with more than eight digits, or to those that require a reference number

Please fold where indicated and send your completed form to this address: Operations, Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL.

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