

# Transaction request



Choose from the options below and then sign the form to enable us to carry out your request.

Account number

Account holder(s):

## 1 - Deposit

Tick for **deposit** request

Total amount to deposit

£

Number of cheques enclosed

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

## 2 - Transfer/Withdrawal

Please tick if you would like to **apply notice** for your transfer/withdrawal (if applicable)

a.  Tick for **transfer**

Transfer/withdrawal amount

£

**OR** Tick to close

Transfer to Virgin Money account number

b.  Tick for **cheque**

All cheques will be made payable to the account holder(s). If you require the cheque to be made payable to an alternative payee, please write the payee's name in the box below.

Alternative payee

c.  Tick for **free electronic transfer** (maximum withdrawal amount of £200,000 or less)

If your payment is between £100,000 and £200,000 your account must accept CHAPS payments. On the day your payment is released, it should reach your nominated account within a few hours but no later than the end of the next business day.

Please complete the details below.

Sort Code

Account number

Account holder(s) name

Reference (if applicable)

Name of bank

Date of payment (dd/mm/yy)

d.  Tick for **CHAPS** request

Please note payments will normally arrive by close of business on the same day they are sent. By selecting this option you are agreeing to the £30 administration charge being deducted from the account.

Please enclose your passbook for your transaction, if applicable.

I agree that any funds withdrawn from an ISA will lose their ISA tax-free status.

I agree that you are not responsible for any loss caused by delays, interruptions or errors in transmission of payment, which are not directly due to the negligence or default of your own employees or agents.

## Your contact details and signature

Home telephone number (inc STD)

Other telephone number (inc STD)

Please sign and date. Please note that account holders whose signatures are required to authorise any transactions must sign and date.

Signature

Date (dd/mm/yy)

Signature

Date (dd/mm/yy)

If you need any help completing this form, please call our UK-based contact centre on 0345 600 7301. Lines are open 8am to 8pm business days, 8am to 4pm Saturday and 10am to 3pm 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.

Please send your completed form to: Operations, Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL

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Ex

VMP71V7 (valid from 06.04.16)