

## CHAPS TRANSFER REQUEST (UK BANKS ONLY)

### 1. TRANSFER DETAILS

Date Required       Amount required    ,    .

Amount in words

Details of receiving bank:

Sort Code       Account number

Account Name (first and surname in full)

Reference to be quoted

Receiving bank and branch

### 2. LBS ACCOUNT DETAILS

Account Number           Contact Number

Account Name

### 3. CHARGE AND AUTHORISATION

The charge for this transfer is **£15**. The charge will be debited to the account your payment is made from and itemised in your passbook.

For requests received before 2pm on a working day\*, the funds will be credited to the designated account that same day. For requests received after 2pm the funds will be credited to the designated account during the next working day.

**Protect yourself from scams. Please complete the boxes below to confirm you have read the warnings in relation to the safety & security of the money you are sending.**

STOP: I was expecting to make this payment and have not been asked to make it or coerced.

CHALLENGE: I have confirmed the receiving bank details in person.

PROTECT: I have not been told my account is at risk or received unsolicited contact.

THINK: I understand that if I continue and this is a scam I am unlikely to get my money back.

Who are you paying: My own Account  A friend or relative  A bill/invoice   
Property sale/purchase  Item or activity (shop)  Investment

By signing below you authorise Loughborough Building Society to pass this charge to your account and effect the above transfer in accordance with section 22 of the General Terms and Conditions for savings accounts.

Customer signature(s): \_\_\_\_\_ Date \_\_\_\_\_

Passbook retained by: \_\_\_\_\_ Date \_\_\_\_\_

### 4. LBS USE ONLY

Instructions received and checked by (Staff signature): \_\_\_\_\_

Authorised by (BM/authorised persons signature): \_\_\_\_\_

Branch code: \_\_\_\_\_

Finance: Input: \_\_\_\_\_ Authority 1: \_\_\_\_\_ Authority 2: \_\_\_\_\_

\* Working day means a day other than a Saturday, Sunday or Bank Holiday