**Request for cheque requisition [Pass Form to Accounts Payable]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From** | **Customer Service Operations** | | owneridname | | | | |
|  |  |  | |  |  |  |  |
|  | **Complaint ref:** | | hsl\_complaintreferencenumber | | | | |
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| **Payee** | hsl\_customeridname | | | | | | |
|  |  |  | |  |  |  |  |
| **Amount** | hsl\_paymentamount | | | | | | |
|  |  |  | |  |  |  |  |
| **Region** | Head\_Office | | | | | | |
|  |  |  | |  |  |  |  |
| **Cost Centre** | 8080 Customer Relationship Team (GI) | | | | | | |
|  |  |  | |  |  |  |  |
|  | **Complaint Handler: Sign** | | | | **Authoriser: Signer** | | |
|  |  | | | |  | | |
|  |
|  | **Complaint Handler Name** | | | | **Authoriser: Print Name** | | |
|  | owneridname | | | |  | | |

**Accounts Payable Please return cheque to: A team leader in CRT**

**Request for BACS Payment [Pass Form to Accounts Payable]**

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| **From** | **Customer Service Operations** | | owneridname | | | | | | |
|  |  |  | |  | |  |  | |  |
|  | **Complaint ref:** | | hsl\_complaintreferencenumber | | | | | | |
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| **Payee** | hsl\_customeridname | | | | | | | | |
|  |  |  | |  | |  |  | |  |
| **Amount** | hsl\_paymentamount | | |  | **Bank Account No.** | | |  | |
|  |  |  | |  | |  |  | |  |
| **Region** | Head\_Office | | |  | **Sort Code** | | |  | |
|  |  |  | |  | |  |  | |  |
| **Cost Centre** | 8080 Customer Relationship Team (GI) | | |  | **Bank Name** | | |  | |
|  |  |  | |  | |  |  | |  |
|  | **Complaint Handler: Sign** | | | | | **Authoriser: Signer** | | | |
|  |  | | | | |  | | | |
|  |
|  | **Complaint Handler Name** | | | | | **Authoriser: Print Name** | | | |
|  | owneridname | | | | |  | | | |