

# Disbursement by bank transfer or cheque

Draft

Step 1 Fill in the information in the box below

Send by ▶	<input type="checkbox"/> Bank transfer (free) <small>To UK account only, takes about 7 days</small>	<input type="checkbox"/> Cheque (free) <small>Takes about 14 days</small>																								
Amount ▶	£ <input type="text"/>	Purchases are taken from your spending account. Money to relatives or charities comes from your private account. If your private account doesn't have enough money, your spending account will be used.																								
To ▶	<table><tr><td>Recipient's first name</td><td>Last name</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">Their address</td></tr><tr><td colspan="2"><input type="text"/></td></tr><tr><td colspan="2"><input type="text"/></td></tr><tr><td colspan="2">Town or city</td></tr><tr><td colspan="2"><input type="text"/></td></tr><tr><td colspan="2">Postcode</td></tr><tr><td colspan="2"><input type="text"/></td></tr><tr><td colspan="2">Their email address (optional)</td></tr><tr><td colspan="2"><input type="text"/></td></tr><tr><td colspan="2"><small>This is to confirm the payment request has been sent</small></td></tr></table>		Recipient's first name	Last name	<input type="text"/>	<input type="text"/>	Their address		<input type="text"/>		<input type="text"/>		Town or city		<input type="text"/>		Postcode		<input type="text"/>		Their email address (optional)		<input type="text"/>		<small>This is to confirm the payment request has been sent</small>	
Recipient's first name	Last name																									
<input type="text"/>	<input type="text"/>																									
Their address																										
<input type="text"/>																										
<input type="text"/>																										
Town or city																										
<input type="text"/>																										
Postcode																										
<input type="text"/>																										
Their email address (optional)																										
<input type="text"/>																										
<small>This is to confirm the payment request has been sent</small>																										
FOR BANK TRANSFER ONLY																										
Their sort code																										
<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>																										
Their account number																										
<input type="text"/>																										
Reference (optional)																										
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																										
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																										
<small>Please enter the account information carefully. You can't get your money back if you enter the wrong details.</small>																										
From ▶	<table><tr><td>Your first name</td><td>Last name</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">Your prisoner number <i>for example A1234BC</i></td></tr><tr><td colspan="2"><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td></tr></table>	Your first name	Last name	<input type="text"/>	<input type="text"/>	Your prisoner number <i>for example A1234BC</i>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<table><tr><td>Signature</td></tr><tr><td><input type="text"/></td></tr><tr><td>Date today</td></tr><tr><td><input type="text"/> / <input type="text"/> / <input type="text"/></td></tr></table>	Signature	<input type="text"/>	Date today	<input type="text"/> / <input type="text"/> / <input type="text"/>												
Your first name	Last name																									
<input type="text"/>	<input type="text"/>																									
Your prisoner number <i>for example A1234BC</i>																										
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																										
Signature																										
<input type="text"/>																										
Date today																										
<input type="text"/> / <input type="text"/> / <input type="text"/>																										

- Step 2 Put this form in an envelope to protect your privacy
- Step 3 Hand it to a prison officer who will confirm your identity
- Step 4 You will get an update when this request is processed

## For staff use

I confirm this prisoner's identity.	I certify the above amount was transferred to the recipient, as specified.	
Prison officer (print name)	Staff (print name)	Staff check (print name)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Signature	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Date	Date
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>