

Digital disbursement by **BANK TRANSFER** or **CHEQUE**

V6
08/2018

Prisoners: Please fill in the information in the box below and hand the form back to a prison officer.

Send by ▶ <input type="checkbox"/> Bank transfer (free) <small>To UK account only, takes 5-7 working days</small>		<input type="checkbox"/> Cheque (free) <small>Takes 5-7 working days</small>																												
Amount ▶ £ <input style="width: 100px;" type="text"/> <small>Money to relatives or charities comes from your private account.</small>																														
To ▶ <input type="checkbox"/> Person <input type="checkbox"/> Company		FOR BANK TRANSFER ONLY Their sort code <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 25px;"></td><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">-</td><td style="width: 30px; height: 25px;"></td><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">-</td><td style="width: 30px; height: 25px;"></td><td style="width: 30px; height: 25px;"></td></tr></table> Their account number <input style="width: 100%;" type="text"/> Their building society roll number (if applicable) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td></tr><tr><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td></tr></table> <small>Please enter the account information carefully. You can't get your money back if you enter the wrong details.</small>			-			-																						
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Recipient's first name <input style="width: 150px;" type="text"/>			Last name <input style="width: 150px;" type="text"/>																											
Company name <input style="width: 150px;" type="text"/>																														
Their address <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/>																														
Town or city <input style="width: 150px;" type="text"/>		Postcode <input style="width: 150px;" type="text"/>																												
Their email address (optional) <input style="width: 150px;" type="text"/>																														
<small>The recipient will be notified by email if given or by letter if not.</small>																														
From ▶ Your first name <input style="width: 150px;" type="text"/>		Last name <input style="width: 150px;" type="text"/>																												
Your prisoner number <i>for example A1234BC</i> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td></tr></table>										Signature <input style="width: 150px;" type="text"/>																				
		Date today <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td></tr></table>			/		/																							
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For staff use

I confirm prisoner's identity	Prison officer (print name)	Signature	Date				
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td></tr></table>		/		/
	/		/				
We certify this disbursement was processed as specified	Hub staff 1 (print name)	Signature	Date				
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td></tr></table>		/		/
		/		/			
	Hub staff 2 (print name)	Signature	Date				
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td></tr></table>		/		/	
	/		/				
Security check (if required)	Security officer (print name)	Signature	Date				
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td><td style="width: 30px; height: 25px;"></td><td style="width: 20px; height: 25px; text-align: center;">/</td></tr></table>		/		/
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