

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

V1  
01/2018

**Step 1** Fill in the information in the box below

<b>Send by</b> ▶	<input type="checkbox"/> <b>Bank transfer (free)</b> <small>To UK account only, takes 5-7 working days</small>	<input type="checkbox"/> <b>Cheque (free)</b> <small>Takes 5-7 working days</small>
<b>Amount</b> ▶	£ <input style="width: 100px;" type="text"/>	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.
<b>To</b> ▶		
Recipient's first name		Last name
<input style="width: 150px;" type="text"/>		<input style="width: 150px;" type="text"/>
Their address		
<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>		
Town or city		
<input style="width: 100%; height: 20px;" type="text"/>		
Postcode		
<input style="width: 150px;" type="text"/>		
Their email address (optional)		
<input style="width: 100%; height: 20px;" type="text"/>		
<small>This is to confirm the payment request has been sent</small>		
<b>FOR BANK TRANSFER ONLY</b>		
Their sort code		
<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>		
Their account number		
<input style="width: 100%; height: 20px;" type="text"/>		
<small>Please enter the account information carefully. You can't get your money back if you enter the wrong details.</small>		
<b>From</b> ▶		
Your first name		Last name
<input style="width: 150px;" type="text"/>		<input style="width: 150px;" type="text"/>
Signature		
<input style="width: 100%; height: 20px;" type="text"/>		
Your prisoner number <i>for example A1234BC</i>		Date today
<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>		<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" 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

<b>I confirm this prisoner's identity.</b>	Prison officer (print name)	Signature	Date
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>We certify the above amount was transferred to the recipient, as specified.</b>	Staff (print name)	Signature	Date
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Staff check (print name)	Signature	Date
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>