

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

V6  
07/2018

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

<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"/>		<small>Money to relatives or charities comes from your private account.</small>																											
<b>To</b> ▶ <input type="checkbox"/> <b>Person</b> <input type="checkbox"/> <b>Company</b>		<b>FOR BANK TRANSFER ONLY</b>  Their sort code <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 20px; height: 20px;"></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: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <small>Please enter the account information carefully. You can't get your money back if you enter the wrong details.</small>																											
Recipient's first name    Last name <input style="width: 150px;" type="text"/> <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    Postcode <input style="width: 150px;" type="text"/> <input style="width: 100px;" 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>																													
<b>From</b> ▶ Your first name    Last name <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/>		Signature <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: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										Date today <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																			

## For staff use

<b>I confirm prisoner's identity</b>	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: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table>			
<b>We certify this disbursement was processed as specified</b>	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: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></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: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table>				
<b>Security check (if required)</b>	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: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table>			