

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

V3  
04/2018

**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>	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.																					
<hr/>																						
<b>To</b>	<input type="checkbox"/> Person <input type="checkbox"/> Company	<b>FOR BANK TRANSFER ONLY</b>  Their sort code <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> Their account number <div style="border: 1px solid black; width: 100%; height: 20px;"></div> 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																						
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																						
Company name																						
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																						
Their address																						
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																						
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																						
Town or city    Postcode																						
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																						
Their email address (optional)																						
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																						
<small>The recipient will be notified about this request by email if given or by letter if not.</small>																						
<hr/>																						
<b>From</b>	Your first name    Last name	Signature																				
	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																				
	Your prisoner number <i>for example A1234BC</i>	Date today																				
	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>																				

**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
	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<b>We certify the above amount was transferred to the recipient, as specified.</b>	Staff (print name)	Signature	Date
	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
	Staff check (print name)	Signature	Date
	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>