

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

V2  
03/2018

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

<b>Send by</b> ▶	<input type="checkbox"/> <b>Bank transfer (free)</b> To UK account only, takes 5-7 working days	<input type="checkbox"/> <b>Cheque (free)</b> Takes 5-7 working days																				
<b>Amount</b> ▶	£ <input 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> ▶	<div><b>Recipient's first name</b> <input type="text"/> <b>Last name</b> <input type="text"/></div> <div><b>Their address</b> <input type="text"/> <input type="text"/></div> <div><b>Town or city</b> <input type="text"/></div> <div><b>Postcode</b> <input type="text"/></div> <div><b>Their email address (optional)</b> <input type="text"/></div> <div><small>The recipient will be notified about this request by email if given or by letter if not.</small></div>																					
<b>FOR BANK TRANSFER ONLY</b>																						
<div><b>Their sort code</b> <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"/></div> <div><b>Their account number</b> <input type="text"/></div> <div><b>Their building society roll number (if applicable)</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div><small>Please enter the account information carefully. You can't get your money back if you enter the wrong details.</small></div>																						
<b>From</b> ▶	<div><b>Your first name</b> <input type="text"/></div> <div><b>Your prisoner number</b> <i>for example A1234BC</i> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>									<div><b>Last name</b> <input type="text"/></div> <div><b>Signature</b> <input type="text"/></div> <div><b>Date today</b> <table border="1"><tr><td></td><td>/</td><td></td><td>/</td><td></td></tr></table></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

I confirm this prisoner's identity. ▶	<b>Prison officer (print name)</b> <input type="text"/>	<b>Signature</b> <input type="text"/>	<b>Date</b> <table border="1"><tr><td></td><td>/</td><td></td><td>/</td><td></td></tr></table>		/		/	
		/		/				
We certify the above amount was transferred to the recipient, as specified. ▶	<b>Staff (print name)</b> <input type="text"/>	<b>Signature</b> <input type="text"/>	<b>Date</b> <table border="1"><tr><td></td><td>/</td><td></td><td>/</td><td></td></tr></table>		/		/	
		/		/				
<b>Staff check (print name)</b> <input type="text"/>	<b>Signature</b> <input type="text"/>	<b>Date</b> <table border="1"><tr><td></td><td>/</td><td></td><td>/</td><td></td></tr></table>		/		/		
	/		/					