



Leeds Building Society

Funds Transfer Request

Please complete this Funds Transfer Request in black ink using **BLOCK CAPITALS** and sign the signature(s) box overleaf.

Transaction type (Please tick box)

Domestic transfer payment, made only in £ sterling, incurring a £20 funds transfer fee

By ticking the box above I acknowledge the administration/processing fee will be debited from my Leeds Building Society account.

Leeds Building Society customer personal details

1st Account holder

Title Mr Mrs Miss Ms Other

Forename(s) in full

Surname

Permanent Residential Address

Postcode

Account No.

Contact Tel

2nd Account holder

Title Mr Mrs Miss Ms Other

Forename(s) in full

Surname

Permanent Residential Address

Postcode

Account No.

Contact Tel

Recipient's & Payee Bank / Building Society details

1st Recipient Account holder

Title Mr Mrs Miss Ms Other

Forename(s) in full

Surname

Permanent Residential Address

Postcode

Bank Sort Code - - Bank Account No

Account Ref

Bank/Building Society Name

Bank / Building Society Address

Postcode

2nd Recipient Account holder

Title Mr Mrs Miss Ms Other

Forename(s) in full

Surname

Permanent Residential Address

Postcode

Final recipient of funds personal details (if the person receiving the funds is different from the recipient details provided above)

1st Beneficiary

Title Mr Mrs Miss Ms Other

Forename(s) in full

Surname

Beneficiary Address

Postcode

2nd Beneficiary

Title Mr Mrs Miss Ms Other

Forename(s) in full

Surname

Beneficiary Address

Postcode

Payment amount

Amount In words

Closure

Purpose for which the monies are intended

Why we need to collect this information

As set out in the UK Money Laundering Regulations and EU legislation, we have to collect specific information about the nature and purpose of this type of electronic transfer payment.

Please detail below, the **precise** purpose for which the monies are intended to be used. Please note a failure to supply comprehensive details may result in the requested transaction being delayed, declined or reversed. Generic explanations such as 'gift', 'business related', 'charity', 'personal' or 'purchase of goods' may be regarded insufficient to process your request. In addition, the requested transaction may be delayed, declined or reversed if it:

- Contravenes your account terms and conditions withdrawal limits or restrictions.
- Is known/ suspected to relate to the proceeds of criminal conduct or used to fund terrorist activity.
- Compromises the Society by way of a legal or regulatory breach of its statutory national and international requirements and obligations.

The Financial Conduct Authority (FCA) provides guidance on their website (www.fca.org.uk) as to the types and methodologies of scams used by criminals. If you have any doubt or concerns in authorising the above detailed transaction or if you have been instructed or persuaded into sending monies into an unknown third party account on the pretext of an investment opportunity, an advanced fee to process an inheritance claim or simply for supposed protection purposes, please speak to a Society colleague immediately. Failure to do so could result in the Society being unable to retrieve the monies if the transaction turns out to be scam.

Domestic Funds transfers;

- Please note the money **should** be available to the payee the same day (provided we receive your instruction before 15.30pm on a working day only).
- If we receive your initial instruction after 15.30pm on a working day or a non-working day, your instruction may be treated as having been received by us on the next working day.

I/We hereby authorise you to transfer the above sum as detailed on

1st Account Holder Signature
Date: DD / MM / YYYY

2nd Account Holder Signature
Date: DD / MM / YYYY

SOCIETY USE ONLY

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Passbook Received | <input type="checkbox"/> Cleared Balance Verified | <input type="checkbox"/> Signature Verified | <input type="checkbox"/> Signature Not Available |
| <input type="checkbox"/> Type of ID (including Ref no; dates etc.) | <input type="text"/> | | |
| <input type="checkbox"/> Withdrawal permitted within terms and conditions of the product. | | | |

Colleague Authorisations:

- If the requested transfer exceeds £10,000, two colleague authorisation signatures are required.
- If the requested transfer exceeds £250,000, Head Office authorisation is required.

1st Colleague Authorisation
Date: DD / MM / YYYY

2nd Colleague Authorisation
Date: DD / MM / YYYY

Checked by: Inputted by: Authorised by:

Please note: Forms must be completed in full - any missing information will result in a delay in processing the transfer.

Please email this form to CServicesTTRquests@leedsbuildingsociety.co.uk for further action.