CHAPS payment form

Please complete all sections of the form in full, as we cannot process your CHAPS payment without this information.

There is a charge for sending a CHAPS payment, this is currently £25. You can find more information about charges in the Standard Service Tariff document available **here**

Please note, we will call you to validate the details of your payment request. The processing of your payment may be subject to delay if we we're unable to get in touch.

Your details:

Your Account number	
Account Name (remitter)	
Amount to pay	
Amount in words	

Beneficiary Details:

Beneficiary Name	
Beneficiary Account number	
Beneficiary Sort Code	
Payment Reference	
Reason for payment	

This transaction is undertaken based solely upon the instruction received from you, and carried out by the Bank strictly on the understanding that:

- **the transfer shall be sent entirely at your risk** and once funds have been transferred, they may not be recoverable by the Bank
- **you have fully verified the payment details of the recipient are correct** from either the recipient or by an independent source
- **the Bank and its agents shall not be responsible for any loss, delay or damage howsoever caused** except where due to the negligence of the Bank or its' officers.

I/We have read and accept the terms and conditions, linked **here.**

Please sign this instruction in accordance with your bank mandate.

Full Name		Signature		Date	
Full Name		Signature		Date	
Full Name		Signature		Date	

Please note we do not accept digital signatures.

Once completed, you can return your form to Unity by email or Post using the details below:

Email: us@unity.co.uk (Subject line - CHAPS REQUEST)

Post: Unity Trust Bank, PO Box 18939, Birmingham, B2 2FE

For processing times please see our CHAPs payments page online **www.unity.co.uk/chaps-payment**

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