

Transaction request



Choose from the options below and then sign the form to enable us to carry out your request.

Account number

Sort Code

Account holder(s)

1 Deposit

☐ Tick for **deposit** request

Total amount to deposit

£

Number of
cheques
enclosed

Please write the account number on the reverse of each cheque to be deposited.

2 Transfer/Withdrawal

Please tick if you would like to **apply notice** for your transfer/withdrawal (if applicable) ☐

a. ☐ Tick for **transfer**

Transfer/withdrawal amount

£

OR

☐ Tick to close

Transfer to a Virgin Money account

Sort Code

Account
number

b. ☐ Tick for **cheque**

All cheques will be made payable to the account holder(s). If you require the cheque to be made payable to an alternative payee, please write the payee's name in the box below.

Alternative payee

c. ☐ Tick for **free electronic transfer**
(maximum withdrawal amount of
£200,000 or less)

If your payment is between £100,000 and £200,000 your account must accept CHAPS payments. On the day your payment is released, it should reach your nominated account within a few hours but no later than the end of the next business day.

Please complete the details below.

Sort Code

Account number

Account holder(s) name

Reference (if applicable)

Name of bank

Date of payment
(dd/mm/yy)

d. ☐ Tick for **CHAPS** request

Please note payments will normally arrive by close of business on the same day they are sent. By selecting this option you are agreeing to the £25 administration charge being deducted from the account.

Please enclose your passbook for your transaction, if applicable.

I agree that any funds withdrawn from an ISA will lose their ISA tax-free status.

I/We agree that you are not responsible for any loss caused by delays, interruptions or errors in transmission of payment, which are not directly due to the negligence or default of your own employees or agents.

Your contact details and signature

Personal or Business
telephone number
(inc. area code)

Other telephone number
(inc. area code)

Please sign and date. Please note that account holders whose signatures are required to authorise any transactions must sign and date.

Signature

Date (dd/mm/yy)

Signature

Date (dd/mm/yy)

If you need any help completing this form, please call our UK-based contact centre on 0345 600 7301. Lines are open 8am to 6pm business days, 8am to 3pm Saturday and 10am to 1pm Sunday. Calls to 03 numbers cost the same as calls to 01 or 02 numbers and they are included in inclusive minutes and discount schemes in the same way. Calls may be monitored and recorded.

Please send your completed form to: Operations, Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne NE3 4PL

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We need you to complete all sections and provide signatures in the Fraud Warning Declaration section.

Check that you're not being scammed

- Before you go ahead, we want to make sure that you're not being scammed.
- Fraudsters can be very convincing - they may pretend to be us, the police or another trusted organisation before trying to steal your money.
- If you have any doubts or are being put under pressure to make this payment, please stop and let us know – we're here to help.



Take Five To Stop Fraud. Take a look at these questions before sending any money.

Please provide a response in each box when you have read the information:

		Yes/No
Are you being told what to say to us?	Virgin Money employees or the police will never ask you to move money to a 'safe account' or give you a story to use.	
Are you being rushed or pressured into making this payment?	Fraudsters will try to make you panic or threaten you with a penalty if you don't pay straight away.	
Have you met the person you're paying face to face?	Take a minute to think about how well you know the person you are paying and if they are who they say they are.	

Please make sure that you're happy your money is safe before making this payment – unfortunately, it's unlikely you'll get it back if it goes to a fraudster.

Fraud Warning Declaration

I'm happy it's not fraud and I'm ready to make this payment.

Name	<input type="text"/>	Name	<input type="text"/>
Telephone number	<input type="text"/>	Telephone number	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>