

## **Outward Payment Instruction** (Faster Payment & CHAPs)

1. CUSTOMER DETAILS		
Customer/ Business Name Debit Account		
Number		
2. PAYMENT DETAILS		
Payment Type (All payments over the faster payments limit will be sent as a CHAPs)		
Faster Payment (Personal, no fee. Business, tariff dependent)       CHAPs (Personal £25.00. Business tariff dependent)		
Payment Date		
Amount £		
Amount in Words		
3. EXISTING BENEFICIARY		
Beneficiary		
Name Metro Bank BEN BEN		
4. NEW BENEFICIARY		
Beneficiary Name		
Account Type Personal Account Business Account		
Beneficiary Sort Code     -     -     Beneficiary Account Number		
Payment Reference (if applicable)		
Payment Reference		
Confirmation of Payee Outcome Understood (internal use only) Match Close Match No Match Not Checked		
5. CUSTOMER SIGNATURE		
Primary Applicant Secondary Applicant		
Jhm UK#		
Name Name		
Date Date		

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## **Outward Payment Instruction (Faster Payment & CHAPs)** (continued)

## 6. SECURITY CALL BACK

We may need to call to confirm the validity of the payment instruction. Please detail below the authorised signatories from the bank mandate you would like us to call.

Full Name

Full Name

Please note if the account is two to sign we will need to speak with two of the authorised signatories.

## FOR INTERNAL USE ONLY

	If applicable:
ID&V confirmed (refer to ID&V Matrix)	HVT completed and attached
Request fully input to T24	Payment authorised or refered to CPU
Signature varies however I have verified the customer via system held photo	
Inputter Signature	Manager Signature
Name	Name
Date	Date