



## 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  
Beneficiary Ref.

### 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**

Name

Date

**Secondary Applicant**

Name

Date

**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**

- ☐ ID&V confirmed (refer to ID&V Matrix)
- ☐ Request fully input to T24
- ☐ Signature varies however I have verified the customer via system held photo

If applicable:

- ☐ HVT completed and attached
- ☐ Payment authorised or referred to CPU

**Inputter Signature**

Name

Date

**Manager Signature**

Name

Date