

## 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