



**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 AccountBeneficiary  
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