**Payment Request Form** *(Please note: Charges apply for manual processing of payments)*

**Relationship and account to be debited**

**Account to be debited:** Click or tap here to enter text.

**Currency and Amount:** Click or tap here to enter text.

**Purpose of payment:** Click or tap here to enter text.

**Beneficiary**

**Name of individual/company:** Click or tap here to enter text.

**Bank:** Click or tap here to enter text.

**Country:** Click or tap here to enter text. **City:** Click or tap here to enter text.

**BIC/SWIFT Code:** Click or tap here to enter up to 8 digits

**Sort code:** Click or tap here to enter up to 6 digits

**IBAN:** Click or tap here to enter up to 34 digits

**Beneficiary address:** Click or tap here to enter text.

**Message to beneficiary:** Click or tap here to enter text.

**­­­­­­Value date and charges**

**Value date:** Click or tap to enter a date. **Fees:** Choose an item.

**Special instructions for the bank (optional)**

Click or tap here to enter text.

**Client Signature**

|  |
| --- |
|  |
| Signature |

Signed in accordance with the Bank Account Mandate. I/We have read and agree to be bound by the Terms & Conditions and consent to the use of my/our personal data for the purpose of carrying out this instruction. I/We acknowledge that to make this payment my/our personal information such as my/our name and address may be transmitted with the payment.

**Require more support?** Please visit ***How to send and receive payments*** [How to send and receive payments (trustednovusbank.gi)](https://trustednovusbank.gi/help-and-support/how-to-send-and-receive-payments)

**For official use only (do not write below the line)**

**Name of employee:** Click or tap here to enter text.

ID method used: Click or tap here to enter text.

Date and time payment taken: Click or tap to enter a date. Time