**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

**Privacy Policy**

The information in this form is collected by the bank for the following purposes:

* To assess and process you as an individual in respect of any account(s) you are, or may be related to
* For Security, identification, and verification purposes
* To comply with our legal obligations including but not limited to tax reporting where applicable

The General Privacy policy from Trusted Novus Bank will give you a comprehensive overview about how we handle data, including information we may collect from our customers. We explain in detail about the information we hold, what we do with this data and when we share it outside of Trusted Novus Bank (and with whom). You can read more about your rights and how you can contact us if you have any queries or concerns around your data. To Assess our General Privacy policy please refer to [www.trustednovusbank.gi/privacy](http://www.trustednovusbank.gi/privacy)