COVENTRY Building Society

Postal account withdrawal request form

Date

Account number

Full name(s)

Address
(including postcode)

Telephone number

Cheque withdrawal

We recommend that withdrawals by cheque are made payable to you, the account holder(s). However, if it is necessary for your cheque to be made payable to a third party please give details here. We may phone you to verify this request. (To close your account write 'TO CLOSE' in the box below.)

Cheque made payable to

Amount £

Amount in words

Signature(s) of account holders

Electronic transfer withdrawal (Named bank only)

Name of bank/building society

Name of account holder

Reference number

Personal account

Business account

Account number

Sort code - -

Amount £

Amount in words

Signature(s) of account holders

Stop and Think

By signing this form you are confirming that:

You have checked the sort code and account number with the person/company receiving the funds to verify they are correct. The payment details haven't suddenly changed and you have not had any contact (for example a call, text, email, or social media contact) that was unexpected which has prompted you to make this transfer. You're happy to proceed with this payment and understand that if the payee is not legitimate you may not get some or all of your money back. If you have any concerns about this transfer, please stop now and contact us.

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Please read these important notes

1. Unless otherwise instructed, cheques will be made payable to the account holder(s) on the account.
2. Cheques made payable to a third party will only be returned to the account address.
3. A separate form must be completed for each withdrawal.
4. If the account is passbook based the passbook must accompany the request.
5. Cheques issued by the Society can only be stopped in the case of loss or theft.

Office use

Checked by		Processed by (Cashier no.)		Processing date	

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