

Scottish Widows Bank plc  
PO Box 23300  
67 Morrison Street  
Edinburgh EH3 8YJ  
Telephone: 0845 845 8555

## Postal Instruction Form

This form has been designed to assist you in depositing or withdrawing funds from your account(s) with us. Telephone instructions can also be accepted by our Customer Service Staff between the hours of 8.00am and 6.00pm, Monday to Friday (10am Wednesday). Please note that a separate form requires to be used for each account you have with us. Additional forms are available on request from our Customer Service Staff either by telephone or by post.

Account Number

Type of Account (please tick one box)

 Offset Saver Account  Mortgage Reserve  Mortgage Account

Name of Account Holder(s)

  

Please provide a contact telephone number we can call you on should we have a query regarding this payment:

### Personal Cheque – made payable to Scottish Widows Bank plc/‘Your Name’.

Please credit the attached cheque(s) (totalling a min of £100) in my/our favour for

**Please write your Scottish Widows Bank Account Number on the reverse of your cheque(s).**

**Please note we can only accept cheques drawn on your personal bank account.**

To help us comply with Anti-Money Laundering Guidelines please declare the source of funds.

Salary/Income/Bonus

Maturing Policy Proceeds/Existing Savings

Sale of Property

Other (please specify)

### Instructions

## Mortgage Account

Please choose one of the following options with regard to your remaining balance:

- 1 Reduce my monthly payment and maintain the current mortgage term (at current interest rates)
- 2 Maintain my payments at the current level and reduce the mortgage term (at current interest rates)
- 3 Please amend my monthly payment to collect: (this amount can be for any figure in excess of the normal monthly payment)

Fixed Amount

OR

Monthly Payment PLUS

(This is the amount that will be collected from your account)

(This amount will be added to your existing monthly payment)

# Offset Saver Account and Mortgage Reserve Account

## By Direct Debit

Please debit my/our pre-advised bank/building society account by Direct Debit

Single Deposit Amount (min £100) £  Date Required (DD MM YYYY)

or

Regular Instalment Amount (min £25) £

Start Date (DD MM YYYY)

End Date (if known) (DD MM YYYY)

Frequency  weekly  monthly  quarterly  annually

## Internal Transfer

Please transfer £  from my: \*Offset/MRA/Personal Savings Account:

\* delete as appropriate

\* delete as appropriate £  into my: \*Offset/MRA/Personal Savings Account/Main Mortgage:

## Withdrawal Instructions (Minimum amount £100)

Amount £  Date Required (DD MM YYYY)

Please credit my/our pre-advised bank/building society account by electronic funds transfer.

Please note the minimum balance for a Offset Saver Account is £100.00. The account must remain open throughout the term of the mortgage.

**Please accept this letter as your instruction to carry out the above transaction.**

Signature

Date (DD MM YYYY)

Signature

Date (DD MM YYYY)

Please send me a further supply of postal instruction forms.

## Telephone Banking

# 0845 845 8555

## Choose option 3 for existing customer enquiries

Remember our Customer Service staff are available on the above number Monday – Friday, 8am – 6pm (Wednesdays from 10am)  
(local call rates apply).

Calls outwith these times will be stored on our answer machine and dealt with as soon as possible.