

SCOTTISH WIDOWS BANK

POSTAL INSTRUCTION FORM

Scottish Widows Bank
PO Box 12757
67 Morrison Street
Edinburgh EH3 8YJ
Telephone: 0345 845 8555

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 team between the hours of 8.00am and 6.00pm, Monday to Friday (Wednesdays from 10am). Please note that a separate form is required for each mortgage account you have with us. Additional forms are available to download from our website, www.scottishwidowsbank.co.uk or on request either by telephone or by post.

DEPOSIT INSTRUCTIONS

Account Number [] [] [] [] [] [] [] [] [] [] [] []

Which account should the money be paid in to? (please tick one box) [] Offset Saver Account [] Mortgage Reserve [] Mortgage Account*

*Reducing the outstanding balance of your mortgage may affect your monthly payments or the mortgage term remaining. If you are making a capital repayment of your mortgage please contact customer services on 0345 845 8555 to discuss your requirements.

If you have a fixed rate mortgage you can make one capital repayment each year of the mortgage, for no more than 10% of the outstanding balance. If you exceed this limit you will be liable to pay Early Repayment Charges.

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/‘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) []

Regular Overpayment (not available with fixed rate mortgages)

Complete this section if you'd like to increase your regular monthly payment in order to make ongoing overpayments.

Please amend my monthly payment to collect (this amount can be for any figure in excess of the normal monthly payment):

[] Fixed Amount £ [] (This is the amount that will be collected from your account. If your normal monthly payment increases above this amount we will automatically increase your monthly payment to cover the normal monthly payment amount)

OR

[] Monthly Payment plus £ [] (This amount will be collected on top of your normal monthly payment)

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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

into my: *Offset/MRA/Personal Savings Account/Main Mortgage:

* delete as appropriate

WITHDRAWAL INSTRUCTIONS (MINIMUM AMOUNT £100)

Amount £ Start Date (DD MM YYYY)

Please credit my/our pre-advised bank/building society account by electronic funds transfer.
Please note the minimum balance for an 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.

Your signature

Date (DD MM YYYY)

Your signature

Date (DD MM YYYY)

Please send me a further supply of postal instruction forms.

You can call our customer service team on 0345 845 8555.
Lines are open 8am to 6pm Monday to Friday (Wednesday from 10am).

Copies of our literature can be provided in large print or in Braille and additional assistance is available to any customer upon request.

If you have any special requirements please contact our customer service team on 0345 845 0829.

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