

# Settlement by BACS Form



Please ensure you have completed all fields in **CAPITALS** and return to: **Accounts, Redmayne Bentley, 9 Bond Court, Leeds LS1 2JZ**

We require evidence of your bank or building society account: please provide a current hard copy document sent from your bank or building society detailing your name, account number and sort code, such as a statement with full headers, recent correspondence or a spoiled cheque. Please note that we can only accept an online bank statement if it is a PDF.

## ACCOUNT DETAILS

Redmayne Bentley Account Number(s) \_\_\_\_\_

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name(s) (In full) \_\_\_\_\_

## BANK/BUILDING SOCIETY DETAILS

Name of Bank/Building Society \_\_\_\_\_

Branch Address \_\_\_\_\_ Postcode \_\_\_\_\_

Account Name \_\_\_\_\_ Bank Account Number (8 digits) \_\_\_\_\_

Bank Sort Code (6 digits) \_\_\_\_\_ Building Society Roll/Ref Number \_\_\_\_\_

PLEASE SIGN HERE

DATE



\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## PAYMENT METHODS

### RECEIVING FUNDS

BACS is a quick and efficient way of receiving funds. By setting up your account to receive settlement directly into your bank or building society account, you avoid the inconvenience of having to pay in cheques and waiting for them to clear. There is no charge for this service. Cheques are also subject to postal delays or going astray. Furthermore, cheque fraud is an increasing problem, so using BACS is a safer option. We reserve the right to apply a charge where we make a payment to you by cheque.

If you opt to receive payment by BACS, provided that we receive your stock two working days before settlement day, you will usually receive cleared funds into your bank/building society account two working days after settlement day.

### HOW TO MAKE A PAYMENT

This BACS form does not give Redmayne Bentley the authorisation to debit funds from your bank account; however, you can make a payment in the following ways:

- 1 Visit [www.redmayne.co.uk/payment](http://www.redmayne.co.uk/payment) to make a secure debit card payment online
- 2 Call **your usual office** to make a debit card payment
- 3 Send an electronic bank transfer directly to our client bank account (30-00-05) a/c no: **02933997** quoting your account number as a reference
- 4 Post a cheque, payable to Redmayne Bentley LLP, to: **Accounts, Redmayne Bentley, 9 Bond Court, Leeds LS1 2JZ**

## PRIVACY POLICY

Our *Privacy Policy* contains information on how we will store and use your personal information and your rights in relation to this. You can view our full policy online at [www.redmayne.co.uk/privacy](http://www.redmayne.co.uk/privacy) or ask us for a hard copy.