



**MEMBER/CUSTOMER ACCOUNT INFORMATION**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**VMBS ACCOUNT NO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**WITHDRAWAL INSTRUCTIONS**

COPY PASSBOOK or CERTIFICATE ENCLOSED

Please withdraw the amount of  JMD  GBPE  USD  CAD: \_\_\_\_\_  
Amount in Figures

\_\_\_\_\_ Amount in Words

Purpose: \_\_\_\_\_

**PAYMENT INSTRUCTIONS** –  DIRECT TO UK BANK  JA\$ WIRE TO JAMAICAN BANK  FX WIRE TO JAMAICAN BANK  WIRE TRANSFER TO OVERSEAS BANK

Beneficiary Name \_\_\_\_\_

Bank Name \_\_\_\_\_

Beneficiary Address \_\_\_\_\_

Bank Address \_\_\_\_\_

Beneficiary Account Number \_\_\_\_\_

Sort Code/Swift Code \_\_\_\_\_  
/Routing Number/Transit No.

Additional Instructions: \_\_\_\_\_

**PAYMENT INSTRUCTIONS** –  TRANSFER TO VMBS ACCOUNT  GBP CHEQUE  JA\$ CHEQUE  US\$ CHEQUE  CAD\$ CHEQUE

▪ Please transfer the amount stated above to **VMBS account number** \_\_\_\_\_

▪ Please open a **NEW**  JMD  GBPE  USD  CAD **Account** in the following names: \_\_\_\_\_

▪ Make crossed cheque payable to \_\_\_\_\_

Collect cheque (in branch)  Mail cheque to  Send via courier at my expense: \_\_\_\_\_

**VMBS Branch/Recipient Name & Address**

**MEMBER/CUSTOMER APPROVAL**

COPY IDENTIFICATION CERTIFIED BY NOTARY PUBLIC/VMBS REP ENCLOSED

I understand that **a)** any cheque that is not collected within one calendar month will be cancelled and the amount credited to my account; **b)** my account will be debited with any processing and handling charges associated with my request from my account number above; **c)** the effective date of the transaction and the foreign exchange rate used (where applicable) will depend on when this form is received by VMBS in Jamaica and the nature of the request. I/We acknowledge that wire transfers are subject to cross border regulatory requirements and may be subject to international sanctions and or require the provision of additional information in order to meet regulatory requirement to complete the transaction. I/We acknowledge that the funds may be retained or returned, and may be subject to exchange fluctuation risks which is beyond the control of the Society. I/We further acknowledge that the wire transfer transaction will be conducted through correspondent bankers and agents and therefore the Society will not be responsible whatsoever for the transmission of the instructions by the correspondent bankers and agents.

<p><b>Signature(s):</b></p> <p>1) _____</p> <p>2) _____</p>	<p><b>Identification type &amp; Number(s):</b></p> <p>_____</p> <p>_____</p>
<p>_____ Signature, stamp or seal of VMBS Rep / Notary Public</p> <p>_____ Signature, stamp or seal of VMBS Rep / Notary Public</p>	

**FOR INTERNAL BANK USE ONLY**

**CIF Nos.**

Account Type	Account Status	Account Mandate	Maturity Details	Collateral /Hold/ Cautions	ID validated - state expiry date	Processing Fees	
<b>Approved By:</b>		<b>Cheque No.</b>	<b>Cheque received by:</b>		<b>Date:</b>		



<b>Date</b>	The date on which the form is completed.
<b>Name</b>	The name of the account holder completing the form.
<b>Address</b>	The current residential address of the account holder completing the form.
<b>Account Number</b>	The account number from which the transaction should be processed.
<b>Telephone Number</b>	The current preferred telephone number of the account holder completing the form.
<b>Email Address</b>	The current email address of the account holder completing the form.
<b>Withdrawal Instructions</b>	Tick the currency and write the amount to be withdrawn in words and numbers in the spaces provided.
<b>Purpose</b>	The account holder must note the reason for the withdrawal/ transfer in the space provided.
<b>Payment Instructions</b>	<p><b>Direct to UK Bank Account</b> – provide the details of the UK bank account to which withdrawal should be sent <b>or</b></p> <p><b>JA\$ Wire to Jamaican Bank</b> – provide the details of the Jamaican bank account to which Jamaican dollar withdrawal should be sent <b>or</b></p> <p><b>FX Wire to Jamaican Bank</b> – provide the wire transfer details of the Jamaican bank account to which foreign currency withdrawal should be sent <b>or</b></p> <p><b>Wire Transfer</b> – provide the details of the overseas bank account to which foreign currency withdrawal should be sent <b>or</b></p> <p><b>Transfer to VMBS Account</b> – indicate the existing VMBS account number and account holders name to which the withdrawal amount should be transferred <b>or</b></p> <p><b>Transfer to New Account</b> – indicate the currency and the account holder(s) name(s) in which the new account should be opened</p> <p><b>Issue Cheque</b> – indicate the currency, payee name, VMBS branch at which cheque should be collected, indicate the name and address of the person who should collect the cheque or address to which cheque should be mailed.</p>
<b>Additional Instructions</b>	Indicate any additional information including Intermediary Bank information.
<b>Passbook or Certificate</b>	A certified copy of the account passbook or certificate must be sent along with the completed Withdrawal Request Form.
<b>Valid Identification</b>	A certified copy of your valid passport/driver’s licence/state identification card/ citizenship card must be sent along with the completed Withdrawal Request Form.
<b>Signature</b>	The account holder(s) must sign the Withdrawal Request Form in accordance with the Mandate of Payment on the account (Sole Owner, Any One or Survivor, Any Two or Survivor).
<b>Signature Checked By</b>	The signature(s) of the account holder(s) must be witnessed by either: <ul style="list-style-type: none"><li>✓ A Representative at a VMBS Overseas Representative Office</li><li>✓ A Solicitor/Attorney-at-Law</li><li>✓ A Notary Public</li><li>✓ A Bank Manager</li></ul>