



**MEMBER/CUSTOMER ACCOUNT INFORMATION**

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

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

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

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

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

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

**WITHDRAWAL INSTRUCTIONS**

Withdraw

Close Account

Please withdraw the amount of  JMD  GBP£  USD  CAD: \_\_\_\_\_

Amount in Figures

Amount in Words

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

**PAYMENT INSTRUCTIONS 1:**

DIRECT TO UK BANK

RTGS (JA\$ TO JAMAICAN BANK)

Wire Transfer FX CURRENCY 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 2:**

TRANSFER TO VMBS ACCOUNT

GBP CHEQUE

JA\$ CHEQUE

US\$ CHEQUE

CAD\$ CHEQUE

PAY TO BEARER

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

▪ Please open a **NEW**  JMD  GBP£  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

▪ Please pay cash amount stated above to \_\_\_\_\_

**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 are 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.

Signature(s)/Mark:

Identification type & Number(s):

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

Signature, stamp or seal of VMBS Rep / Notary Public

Signature, stamp or seal of VMBS Rep / Notary Public

**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
Approved By:		Cheque No.	Cheque/Cash received by:			Date:





<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 appropriate box to indicate if the request is for a withdrawal or the closure of the account, then tick the relevant box to indicate the required currency. 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 in the space provided.
<b>Payment Instructions 1</b>	<p><b>Tick the appropriate box and complete required details in the spaces provided.</b></p> <p><b>Direct to UK Bank Account</b> – provide the details of the UK bank account to which withdrawal should be sent and enter the Sort Code in the space provided <b>or</b></p> <p><b>RTGS-JA\$ to Jamaican Bank</b> – provide the details of the Jamaican bank account to which Jamaican dollar withdrawal should be sent and enter the Swift Code in the space provided (Where funds are being sent to BNS or First Global Bank enter the Swift Code and the Transit#). <b>or</b></p> <p><b>Wire Transfer FX Currency to Jamaican Bank</b> – provide the details of the Jamaican bank account to which the foreign currency withdrawal should be sent and enter the Swift Code in the space provided. (Where funds are being wired to BNS or First Global Bank enter the Swift Code and the Transit # ) <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 and enter the Swift code. (Where the bank does not have a Swift Code enter the Routing #)</p> <p><b>Additional Instructions-</b> Indicate any additional information including Intermediary Bank information.</p>
<b>Payment Instructions 2</b>	<p><b>Tick the appropriate box and complete required details in the spaces provided.</b></p> <p><b>Transfer to VMBS Account</b> – indicate the existing VMBS account number to which the withdrawal amount should be transferred and record the name of the account holder <b>or</b></p> <p><b>Transfer to New Account</b> – indicate the currency and the name(s) of the account holder(s) in which the new account should be opened</p> <p><b>Make Crossed Cheque Payable to</b> – record the name of the payee and tick the appropriate box to indicate how cheque is to be collected</p> <p><b>VMBS Branch/Recipient Name &amp; Address</b> – Enter the name of the VMBS Branch at which the cheque is to be collected/ enter the name and address of the person who is to collect the cheque <b>or</b></p> <p><b>Pay to Bearer-</b> indicate the name of the Bearer to whom cash is to be paid.</p>
<b>Valid Identification</b>	A certified copy of your valid Passport/Driver’s License/State Identification Card/ Citizenship Card must be sent along with the completed Withdrawal Request Form.
<b>Signature/Mark</b>	The account holder(s) must affix their signature(s) or Mark to 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, Stamp or Seal of VMBS</b>	
<b>Rep/Notary Public</b>	The signature(s) of the account holder(s) must be witnessed by either: <ul style="list-style-type: none"><li>✓ VM Authorized Officer *</li><li>✓ A Solicitor/Attorney-at-Law</li><li>✓ A Notary Public</li><li>✓ A Bank Manager</li></ul> <p><i>* The Authorized VM Officer can be from a Jamaican or Overseas Representative Office.</i></p>