

# Requisition for Dividend Cheques Payable to Individual Creditors

(The Insolvency Regulations 1994 (Regulations 8 and 23))

CASE NAME \_\_\_\_\_

ACCOUNT ID

The amounts set out below relating to dividend payments are required to be paid from the credit balance of £ \_\_\_\_\_ held in the Insolvency Services Account. The dividend is payable on \_\_\_\_\_ 19.

FROM: (Name and address of liquidator/trustee)

	Contact Name	<input style="width: 90%;" type="text"/>	Signature of liquidator/trustee
	Telephone	<input style="width: 90%;" type="text"/>	Signature of joint liquidator trustee (if appropriate)
	Reference	<input style="width: 90%;" type="text"/>	

Payees Name (in BLOCK LETTERS)	Amount	
	£	p
<b>TOTAL PAYMENTS</b>		
<b>CHEQUE FEES</b>		

**Notes**

- Before submitting his requisition the liquidator/trustee should verify that the estate has a sufficient balance.
- The Case Name must be shown.
- The Account ID must be shown.
- A diagonal line must be drawn below last entry.
- If there is a joint appointment both trustees/liquidators must sign in the absence of authority to the contrary.

When completed, this form should be sent to:  
 The Insolvency Service  
 Central Accounting Unit  
 Payment Section  
 PO Box 3690  
 Birmingham B2 4UY

PLEASE CONTINUE OVERLEAF IF NECESSARY

**LIQUIDATIONS ONLY**

In order to provide sufficient funds, I hereby authorise £ \_\_\_\_\_ of Treasury Bills to be:

Encashed immediately

Encashed on next Maturity date

Signature of liquidator \_\_\_\_\_

Signature of joint liquidator (if appropriate) \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

£ \_\_\_\_\_ T Bill Discounted/Matured \_\_\_\_\_ Signed \_\_\_\_\_

Payments are made on the sole responsibility of the Insolvency Practitioner and the issue of the cheques listed above is not to be taken as sanctioning the payments or precluding later disallowance.

