



Cash account withdrawal request form

When to use this form

Use this form to request a withdrawal of funds from your cash account. Complete all sections as appropriate and attach any additional information regarding your request. The address to send your completed request is at the end of this form.

Company details

1 Company name	3 Contact name
<input type="text"/>	<input type="text"/>
2 Company registered address	4 Contact email address
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
Postcode	

5 How much would you like to withdraw?

£ .

Cash account details

6 Name of cash account holder	7 EORI number
<input type="text"/>	<input type="text"/>

UK bank account

If your repayment is going to a UK bank account, give the details below (any new bank details provided will be stored on the system as the default bank account for all repayments owed to this EORI)

8 Name on account

Sort code

- -

Account number

Bank name

Authorisation

9 Requester's name	11 I am authorised to make this request
<input type="text"/>	<input type="checkbox"/>
10 Requester's role within the company	Date
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Signature
	<input type="text"/>

Reason for withdrawal

12 Give the reason for the withdrawal
Put 'X' in one box
Surplus fund <input type="checkbox"/>
Reallocate funds to other method of payment <input type="checkbox"/>
Funds deposited in error <input type="checkbox"/>
Other <input type="checkbox"/>
If other, give details below
<input type="text"/>

Note

If your form is incomplete, it may cause delays or refusals on the processing as we cannot complete a withdrawal request without all the information requested on this form.

Once we have all the information we can begin processing your request. We aim to process all UK requests within 5 working days. Your funds will be in your bank account within 7 to 10 working days following processing.

What to do now

Please return your completed form to:

HM Revenue and Customs
Cash Accounts Team Salford
5th Floor
Three New Bailey
New Bailey Street
Salford
M3 5FS