



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 related to your request.

The address to send your completed form is on page 2.

Company details

1 Company name	3 Contact name
2 Company registered address	4 Contact email address
Postcode	

5 How much would you like to withdraw?
£ .

Cash account details

6 Name of cash account holder	7 EORI number

UK bank account

We can only make your repayment to a UK bank account. Please provide the account details below.

Any new bank details provided will be stored on the system as the default bank account for all future repayments associated with this EORI number.

8 Name on account
Sort code
- -
Account number
Bank name

Authorisation

9 Requester's name	11 I am authorised to make this request
	☐
10 Requester's role within the company	Date
	Signature

Reason for withdrawal

12 Give the reason for the withdrawal
Put 'X' in one box
Surplus funds ☐
Reallocate funds to other method of payment ☐
Funds deposited in error ☐
Other ☐
If other, give details below

Note

If your form is incomplete, it may cause delays or be rejected, as we cannot process a withdrawal request without all the required information. Once we have all the necessary information, we can begin processing your request.

We aim to process UK requests within 5 working days. Funds should reach your bank account within 7 to 10 working days after 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