

### OPTION 1: Pay by BACS/Faster Payment (BACS payments take up to three working days to process)

To pay in by BACS transfer (sometimes called a bill payment), by Faster Payments or by standing order, please quote the following details:

- a. **Payee name:** Kent Reliance.
- b. **Sort code:** 62-24-97.
- c. **Account details:** take the numbers from your account number and add a zero to the beginning. For example **ABC1234567KRB** would become **01234567**.
- d. **Reference:** this will be your full account number including the letters at the beginning and end, for example **ABC1234567KRB**.
- e. **Account type:** Business.
- f. **Amount to be transferred.**

**Please note:** if you have a non-passbook account, confirmation of your BACS/Faster Payment payment will appear on your annual statement. Your bank may have a maximum daily amount that can be transferred by BACS and Faster Payment.

For large amounts you may need to make your transfer by CHAPS.

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### OPTION 2: Pay by cheque

To pay by cheque, send this completed paying in slip and your cheque to:

OneSavings Bank, Sunderland, SR43 4AB.

|                |  |                      |
|----------------|--|----------------------|
| Full name(s)   | <input type="text"/>                               | <input type="text"/> |
| Please pay     | <input type="text" value="£"/> into my/our account |                      |
| Account number | <input type="text"/>                               |                      |
| Signature(s)   | <input type="text"/>                               | <input type="text"/> |
| Date           | <input type="text"/>                               | <input type="text"/> |
| Cheque no.     | <input type="text"/>                               |                      |

The cheque should be made payable in your name(s).

(Please write your account number and address on the reverse of your cheque.)

**Please note:** when paying money into your account you will need to allow six clear working days for a cheque to be processed, before you can make a withdrawal against it.

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### OPTION 3: Pay by CHAPS (CHAPS payments will be processed within 24 hours)

To pay money in by CHAPS please use the following details:

- g. **Payee name:** Kent Reliance.
- h. **Sort code:** 60-05-09.
- i. **Account number:** 55258085.
- j. **Reference:** this will be your full account number including the letters at the beginning and end, for example **ABC1234567KRB**.
- k. **Account type:** Business
- l. **Amount to be transferred.**

**Please note:** Your bank may make a charge for this service.

We can provide literature in large print, Braille and audio. Please let us know if you require an alternative format or any additional support with managing your account. You can contact us either by phone, in writing or visit [kentreliance.co.uk/additional-help](http://kentreliance.co.uk/additional-help) for more information.