

To the Manager, Telephone/Online Banking

Bank Name
Bank Address
Your Home Address
Date

Information on transferring details for internet and telephone banking.

Request for Detail of Beneficiaries/ Bills Paid via Phone/Online

Account Name(s)									
Account No									
Statement Address (if different to above)									

Dear Sir/Madam,
Please arrange to send me/us details of all fund transfer beneficiaries and/or bills set up for payment by phone/online from the above account.
Please include the following for each item:

- Name of Payee
- Payee account number and bank/branch code
- BIC
- IBAN
- Payer's reference

Thank you for your help.
Yours faithfully

Your signature
Your name printed
Second signature
Second name printed