

# Forward dated withdrawal form

**! Important information**

**Please read before completing this form.**

Please call our Client Services Team on freephone **0800 022 3505** if you have any questions about this form or would like to discuss any additional support needs. Please note that telephone calls are recorded. If being completed by hand, please use black ink and write in BLOCK CAPITALS.

All pages of this form should be returned to CCLA, PO Box 12892, Dunmow, Essex CM6 9DL. Alternatively, a PDF version of the form can be sent to **cclaclientservices@fnztaservices.com** if an email instructions authority is in place.

If you are sending your instruction by email, please do not send the original documentation in the post and do not resend the email and/or the attachment as your instruction may be processed again.

Date (dd/mm/yyyy)

Account name

Account number

Reason for transaction(s)

Withdrawal frequency (please tick one option):

One-off payment

Monthly

Quarterly

Date of first transaction

(dated within 3 months) (dd/mm/yyyy)

Date of final transaction

(dated within 12 months) (dd/mm/yyyy)

(Please note that if these dates do not fall on a business day, the next available business day will be used.)

New instruction

**OR**

Amendment to previous instruction

Please withdraw

£

Amount in words

First payment amount (if different)

£

Amount in words

Final payment amount (if different)

£

Amount in words

**Please tick one option**

Please send payment to the nominated bank account

**OR**

Please transfer to another COIF Charities Deposit Fund account number in the charity's name

The transaction(s) will be processed as detailed in the fund's Scheme Particulars.

**Authorised signature(s)**

**This form must be signed in accordance with the current mandate.**

Full name

Full name

Daytime telephone number

Daytime telephone number

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CCLA  
One Angel Lane  
London EC4R 3AB

**CCLA**  
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**  
**clientservices@ccla.co.uk**  
**www.ccla.co.uk**

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CCLA Fund Managers Limited (registered in England & Wales No. 8735639), whose registered address is: One Angel Lane, London EC4R 3AB, is authorised and regulated by the Financial Conduct Authority and is the Manager of the COIF Charities Deposit Fund (registered charity No. 1046249). Under the UK Money Market Fund Regulation, the COIF Charities Deposit Fund is categorised as a short-term LVNAV Money Market Fund.

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