

HIGH VALUE TRANSACTION FORM

(For cash payments equal to, or greater than, £8,000)

Employee completing transaction: _____

Employee signature: _____ Date: _____

1. Name and details of person carrying out the transaction

Customer name	
Customer address	
Customer ID/Passport No.	
Copy of ID/Passport submitted (attach copy to form)	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you have answered 'NO', please inform your Nominated Officer before proceeding.

2. Payment(s)

Amount paid and currency	
Is this a one off payment or a series of linked payments? (please provide details)	
Denomination of notes (e.g. 160 x £50)	
Description of goods	
Is the individual making a payment on behalf of the intended owner of the goods?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you have answered 'YES', please give details of the intended beneficial owner below.

3. Payments for beneficial owners

Name of beneficial owner	
Residential address of beneficial owner	
Copy of ID/Passport submitted (attach copy to form)	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you have answered 'NO', please inform your Nominated Officer before proceeding.

4. Check list

Please check the boxes below accordingly:

- The customer has provided suitable and adequate identification.
- The reason for the high value transaction is justified and reasonable.
- There has been no suspicious behaviour by the Customer during the course of this transaction.
- The Customer is known to the Business.

If any of the boxes above have not been checked please state the reason/s why in the box below.

SHOULD YOUR NOMINATED OFFICER BE NOTIFIED OF THIS TRANSACTION?