

# Payout Guidelines.

## Bank Account.

- The mandate must be fully completed with the customer's bank details and signed and dated by them. The account name must be the customers and must contain, as a minimum, their initial and surname
- If the customer is a sole trader it is acceptable for the bank account to be in the format 'Customer Name Trading As..'
- The bank account number must be 8 digits long. Add a '0' at the beginning for shorter account numbers.
- The customer can request a specific payment date. This can be done during the e-Sign process or can be written on the direct debit mandate for Ink Sign. (The first payment date cannot be more than 6 weeks from the date of payout)