

Teya Fraudulent Transaction Investigation Form

This is to be completed by the legal authoriser of the business. In case of multiple transactions, add details in Appendix

1

First Name:				
Last Name:				
Sole trader (Y / N):				
Trading Name:				
Company Name (if applicable):				
Email Address:				
Mobile Contact Number:				
Registered Address:				
Teya Business Account Number:				
Annual Turnover:				
Number of Employees:				
Is your business a charity (Y / N):				
Are there multiple transfers involved (Y / N):				
Is the payment subject to a private dispute ¹ (Y / N):				
Date of disputed transaction	Amount	Counterparty Name	Counterparty Sort Code	Counterparty Account Number
Description of goods/services purchased:				
Description of what happened:				
Description of any attempts to recover funds (incl. dates):				
If no attempts were made, what are the reasons for this?				
Are there any circumstances or factors prior to the potential fraud event(s) that could have disadvantaged your decision-making abilities? (Y / N):				
If yes, please provide a description of the relevant circumstances or factors:				

I certify that the information herein is accurate and complete:

Signature

Date

¹ A dispute between a Consumer and payee which is a private matter between them for resolution in the civil courts, rather than involving criminal fraud or dishonesty.

Annex A

List below multiple Fraud transactions:

	Transaction Date	Counterparty Name	Transaction Amount	Disputed Amount
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