



**SafeDeposits  
Scotland**

# **How to transfer a deposit to another SafeDeposits user account**



**03333 213 136**  
[safedepositsscotland.com](https://safedepositsscotland.com)

# Deposit transfer function

SafeDeposits has created a deposit transfer function so that our online users can easily transfer a deposit from their own account to another user's account.

The transferee must be registered with SafeDeposits, and should give the transferor their PIN and company name or PIN and surname.

## Step 1

- The transferor should log into their online account and select the 'View Deposits' option:

You have the following options:

<b>View Deposits</b> You can view all of your deposits here. <a href="#">VIEW DEPOSITS</a>	<b>Add Deposit</b> Add a new deposit. <a href="#">ADD DEPOSIT</a>	<b>Request Repayment</b> You can view all of your protected deposits here to request a repayment. <a href="#">REQUEST REPAYMENT</a>
<b>Change my Details</b> You can change your personal and login details here. <a href="#">CHANGE MY DETAILS</a>	<b>Manage Alias Users</b> You can manage alias users on your account here. Alias users can login and manage your deposits but from a separate login. <a href="#">MANAGE ALIAS USERS</a>	<b>Logout</b> You can logout of your account here. <a href="#">LOGOUT</a>

- Click 'Held by SafeDeposits':

Payments sent to SafeDeposits	0
Held by SafeDeposits	6
Repayment requested by one party	2

- Click the 'View/Edit' option next to the relevant property address:

4/1 83 Wilson Street Glasgow Lanarkshire G1 1UZ	13/07/2012	£223.33	DAN1603	1	<a href="#">View/Edit</a>
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- Click the 'Transfer deposit' option at the bottom of the Deposit summary page:

**Transfer Deposit**

- Select the DAN to transfer, enter the transferee's PIN and company name or surname:

Deposit to transfer	DAN1603
PIN of user you wish to transfer to	<input type="text"/>
Company Name or Surname of user	<input type="text"/>
<b>Transfer</b>	

- Click 'Agree and continue':

...this function to transfer a deposit to another user.

You have asked for DAN1603 to be transferred to user SafeDeposits (company name of agent or landlord, or surname of landlord).

If you select 'agree and continue', this deposit will be transferred to their account and you will no longer manage or have access to it.

Do you wish to continue?

## Step 2

- The transferee should then log in and select the 'View Deposits' option:

You have the following options:

<b>View Deposits</b> You can view all of your deposits here. <b>VIEW DEPOSITS</b>	<b>Add Deposit</b> Add a new deposit. <b>ADD DEPOSIT</b>	<b>Request Repayment</b> You can view all of your protected deposits here to request a repayment. <b>REQUEST REPAYMENT</b>
<b>Change my Details</b> You can change your personal and login details here. <b>CHANGE MY DETAILS</b>	<b>Manage Alias Users</b> You can manage alias users on your account here. Alias users can login and manage your deposits but from a separate login. <b>MANAGE ALIAS USERS</b>	<b>Logout</b> You can logout of your account here. <b>LOGOUT</b>

- Then select the 'Transferred deposits' option and click the 'Accept' or 'Reject' option:

### Transferred Deposits

The following Deposits have been transferred to you. If you were expecting these, please accept them. Otherwise, you may reject and they will be transferred back.

Address	Start Date	Deposit Amount	Tenancy ID	Tenants	Transferred From	Acceptance
4/1 83 Wilson Street Glasgow Lanarkshire G1 1UZ	13/07/2012	£500.00	DAN1603	1	SDS Letting Agency	<b>Accept</b> <b>Reject</b>

- If they accept, the deposit will move into the 'Held by SafeDeposits' section of their user account and we will send a notification to all parties. The deposit remains protected by SafeDeposits and the DAN remains the same.
  - If they reject, the deposit will bounce back to the transferor's account and cannot be requested for transfer again.
- If a transferee has rejected a deposit in error, they should contact SafeDeposits and we will unblock a second attempt at the transfer.



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