

Dear Sir/Madam

Confirmation of Payee - Opt Out/Opt In Form

This form is to be completed if you wish to opt out of Confirmation of Payee or opt back in. Please complete the form using **BLOCK CAPITALS** and return to us at the address below (no stamp required).

If you're unable to print this form, please call us on the number above and we can take your request over the phone.

Opting out of Confirmation of Pay

In line with Financial Regulations, all eligible customers have automatically been opted in for Confirmation of Payee (CoP). The confirmation of payee system allows us to check the name on the account matches the details provided to us by our customers.

We can agree to opt out requests in exceptional circumstances. If we agree to your request, the marker will be applied to all your accounts, including any joint accounts you have. This won't be applied to any accounts held by joint parties in their sole name/right.

We'll communicate to all parties named on the account to confirm that the joint account has been opted out and again if you choose to opt back in.

To process your request, confirm below what you'd like to do:

- Opt out of Confirmation of Payee
- Opt into Confirmation of Payee (if you have previously opted out)

Your details

Forename(s)	
Surname	
Address	
Postcode	
Telephone number	
Email address	

Account details

Please provide below your current accounts held with us. If you opt out of Confirmation of Payee, this will be applied to all of your accounts.

Account numbers	
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Opt out reason (not required for opting back in)

Let us know why you would like to be opted out of Confirmation of Payee in the space below.

Signed

Date

Next steps

We'll review your request and respond with our decision within 30 days of receipt. For joint accounts, we'll communicate to both holders to advise of the opt out status once completed.

If you have chosen to opt out, you're able to opt back in at any time by completing this form or by calling us on 0345 604 2678.