

CONFIRMATION OF PAYEE REQUEST FORM



WHAT CONFIRMATION OF PAYEE IS AND WHAT IT MEANS TO YOU

All eligible customers have been automatically opted in to Confirmation of Payee (CoP), a service that checks your account details when a payment is sent. It is designed to help protect you against fraud, and payments going to the wrong account. This is why, at The Mansfield, we recommend that all our Members and Customers remain within CoP.

You can choose to opt out of CoP, by completing and signing this form. You must understand, opting out means that your account won't be checked when you, someone else or a business tries to make a payment to it and that this might mean the payment is rejected. If you do opt out, you also have the choice of opting back in at a later date. You can't opt out of the checks when you make a payment to someone else.

Please note we'll only agree to opt out requests in exceptional circumstances.

YOUR DETAILS

TITLE		FIRST NAME(S)										
SURNAME				DATE OF BIRTH	D	D	M	M	Y	Y	Y	Y
ADDRESS	Building Name/Number											
	Street											
	Town/City											
	County											
	Postcode											

YOUR CHOICE

I would like to (tick ONE box):

OPTION 1	Opt OUT of Confirmation of Payee	<input type="checkbox"/>
	<i>Please let us know why you're choosing to opt out using the box below</i>	
	<div style="border: 1px solid black; height: 80px;"></div>	
OPTION 2	Opt back IN to Confirmation of Payee (only possible if you've previously opted out)	<input type="checkbox"/>

DECLARATION

I declare that all the information I've provided on this form is correct to the best of my knowledge and I have made this decision of my own free will.

SIGNED	<div style="border: 1px solid black; width: 400px; height: 40px;"></div>	DATED	D	D	M	M	Y	Y	Y	Y
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WHAT HAPPENS NEXT

If you're choosing to opt out, when we receive your completed form, we will review the request and confirm the outcome to you in writing, within one calendar month. If the CoP opt out request is approved, any and all accounts you hold in your own name will be removed from CoP at The Mansfield. If you're named on any accounts with other account holders (e.g. a joint account), they will remain within CoP until all account holders have opted out by completing one of these forms. If they do this, they'll also be opting out for any accounts they hold with The Mansfield in their own name.

If you're choosing to opt back in, when we receive your form, we'll update our records within one calendar month. We won't confirm this to you in writing.

OFFICE USE ONLY

APPROVED	YES	✓	NO	✓
APPROVAL REVIEW BY			DATE	
CUSTOMER NUMBER				
ACCOUNT NUMBERS				COPEXC HOLD CODE ADDED
				✓
				✓
				✓
				✓
				✓
				✓
				✓
				✓
				✓
				✓
NOTES ADDED				✓
CONFIRMATION LETTER SENT <i>(for opt out only)</i>				✓
SIGNATURE			DATE	