

# CONFIRMATION OF PAYEE REQUEST FORM

## OPTING OUT OF CONFIRMATION OF PAYEE

All eligible customers have been automatically opted in to Confirmation of Payee (CoP), a service that checks the name of your account when a payment is received. It is designed to help protect you against fraud, and payments going to the wrong account. We'll only agree to opt-out requests in exceptional circumstances.

If you would like to opt out of Confirmation of Payee, your account won't be checked when another person, yourself or a business tries to make a payment to it.

**I would like to:**

**Please tick one**

- Opt out of Confirmation of Payee
- Opt back in to Confirmation of Payee  
(only possible if you've already opted out)

## YOUR DETAILS

Title	
First name(s)	
Middle name(s)	
Surname	
Date of Birth	
Building name/number	
Street	
Town/City	
County	
Postcode	

## ACCOUNT DETAILS

Account name

Account number(s)


## OPT OUT REQUEST REASON

Please let us know why you want to opt out of Confirmation of Payee, providing as much detail as possible to allow us to understand your circumstances and needs:

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## PROCESSING YOUR REQUEST

Any requests received during our working hours (9.00am to 5.00pm, Monday to Friday) will be processed the same day. Requests received outside these hours will be addressed the next working day.

**Please note:**

For joint accounts, either party or both parties can sign, this will be applied to all of your accounts, including any joint accounts, but not any accounts held by joint parties in their sole name/right.

To minimise the amount of correspondence, we will not send a confirmation letter. However, you can request confirmation if you would like this for your records.

## YOUR DECLARATION

I declare that the information provided in this form is correct to the best of my knowledge.

For joint accounts, either party or both parties can sign.

Signature 1	<input type="text"/>	Date	<input type="text"/>
Signature 2	<input type="text"/>	Date	<input type="text"/>

Please send the completed form to:

Customer Services  
Hinckley & Rugby Building Society  
24-28 Upper Bond Street  
Hinckley  
Leicestershire  
LE10 1NZ

Alternatively, you can call the Society during office hours on 0800 434 6343 or email a copy of the form to [customerservice@hrbs.co.uk](mailto:customerservice@hrbs.co.uk)

Hinckley & Rugby Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Financial Services Register number 206043). English Law applies and we will communicate with you in English. We are participants of the Financial Ombudsman Service. We have a complaints procedure which we will provide on request. Most complaints we cannot resolve can be referred to the Financial Ombudsman Service.