



Confirmation of Payee (CoP) Opt Out / In Form

This form can be completed electronically, saved, printed, signed and either scanned and emailed to CoPOut@chorleybs.co.uk or posted back to the Society.
If completing manually, please complete in black ink and BLOCK CAPITALS. Complete all boxes that apply.

About Confirmation of Payee

Confirmation of Payee is a name checking service for UK based payments which provides customers (both personal and business) greater assurance that they are sending payments to the intended recipient, helping to avoid making accidental, misdirected payments to the wrong account holder, as well as providing another layer of protection in the fight against fraud and scams.

All accounts have been automatically opted into CoP. You can request to opt out. However, we will only agree to opt out requests in exceptional circumstances.

If you opt out of CoP your account will not be checked when another person or business tries to make a payment to it which could potentially increase the risk of payments being paid to the wrong account(s).

For any further information about Confirmation of Payee and how it works, please refer to our website www.webaddressesfollow.com

1. Request Details

I am requesting to:

Opt out of Confirmation of Payee
 Opt back into Confirmation of Payee *(If you have previously opted out)*

2. Your Details

Surname	<input style="width: 90%;" type="text"/>	Email	<input style="width: 90%;" type="text"/>
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	Permanent Address	<input style="width: 90%; height: 100%;" type="text"/>
Forename(s) in full	<input style="width: 90%;" type="text"/>	Postcode	
Mobile Number	<input style="width: 90%;" type="text"/>		

3. Account Details

List all the accounts you wish to opt of CoP:

Account Number <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Account Number <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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4. Reason for Request

Please provide below the reason for your request:

5. Processing your request

We will review your request within 1 calendar month and confirm in writing the outcome and any next steps. If your opt-out request is approved, the marker will be applied to all of the accounts that you have listed on this form. If your opt-out request is approved, you can opt back into CoP at any time by using this request form.

To opt out or opt back in to any joint accounts, we will also need the authority of the joint account holder on a separate form.

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6. Declaration and signature(s)

I confirm that I am the person named above or have authority to act on the account holder's behalf.

I understand that this only covers the accounts listed above and if I open any additional accounts, I will need to submit another request to opt these out and it will not be done automatically.

Signature

Name (if not account holder)

Date

Your Personal Information and what we do with it

Chorley and District Building Society is the Data Controller of any personal data you supply. The information you provide, we obtain through our dealings with you or about your account will be held on the Society's computers and in other records. We may use and share your personal information to help us provide the services you are applying for and to conduct an electronic search on you via the services of external agencies in order to confirm your identity and comply with money laundering regulations. Under relevant data protection laws, you have a number of rights including the right to see and receive a copy of information held about you on our records and to ask for any inaccurate details to be corrected. For more details of how we will use and share your personal information, and about your rights, please read our Privacy Notice on our website at www.chorleybs.co.uk/privacy

If you have any questions about the relevant data protection laws or your rights under them, please write to the Data Protection Officer, Chorley Building Society, Key House, Foxhole Road, Chorley, Lancashire PR7 1NZ or by email to DPO@chorleybs.co.uk

FOR INTERNAL USE ONLY

Customer Advisor Date: Customer Number

Notes added to system to confirm receipt Sent for review Confirmation received to proceed System updated All documentation saved on N Drive