

Confirmation of Payee (CoP)

Change Request Form

Please complete the form and return it to the address provided at the bottom of the form.

About Confirmation of Payee (CoP)

CoP is a security feature that helps verify that the name of the account holder matches the account number and sort code when making a payment. All eligible customers are automatically opted-in, and we will agree to opt-out only in exceptional circumstances.

If you opt-out, your account(s) will not be checked when another person or business tries to make a payment to your account. You will still be able to use CoP when you send payments to another account.

If you change your mind at any point after you have opted-out, you can also use this form to opt back in.

What would you like to do?

- I'd like to opt-out of CoP
- I'd like to opt back in to CoP (only possible if you have previously opted out)

Request details

Please complete all mandatory fields marked with *

Account holders' personal information	
Title*	
First name*	
Middle name(s)	
Last name*	
Date of birth*	
Account holders' current address	
Address line 1*	
Address line 2	
Address line 3	
Town or city*	
County	
Postcode*	
Account details	
Account name*	
Account number*	
Sort code*	

Opt-out request justification

If you are requesting to **opt-out**, please provide details and rationale for the request so that we may consider the reasons.

If you are requesting to **opt-in**, please leave this section blank and follow the next steps.

Processing your request

Opt-out	Once we receive your request, we will follow our review process and write back to you within one calendar month. In that letter, we will confirm the review outcome and next steps. Please note that once your request is approved, the opt-out will apply to <u>all of your accounts with Beverley Building Society</u> , including any joint accounts, but not to the accounts held by the joint party in their sole name.
Opt-in	Once we receive your request, we will process the change within one calendar month. To minimise the amount of correspondence we will not send you a confirmation.

Declaration

- I confirm that all information in this form is both true and complete.
- I confirm that I am the account holder or have the authority to act on the account holder's behalf.

Your name

Signature

Date

Please send the completed form to: Beverley Building Society, 57 Market Place,
Beverley, East Yorkshire, HU17 8AA