Request for payment due to creditor

CFO 207
(12.11)

Full account name

Case number

CFO account number

Date of court order

As one of the creditors of

Name of company

Your full name (the creditor)

Your present address

Postcode

If you have changed address since the date of the order please give your previous address

Postcode

I am due a payment of £ :

Bank account details

When requesting that monies are paid to a personal bank account, a copy bank statement or letter from your bank dated within the last three months confirming the bank details is required. This is not necessary if paying a solicitor's client account or company account. If a copy of a bank statement/ letter from the bank is required but not supplied, the payment will not be made and the form will be returned to you.

Name of bank

Address

Postcode

If payment is to be made to a bank outside of the UK

Iban no.

Swift/BIC code

Account name

Account no.

Sort code

How to contact the Court Funds Office

Customer Helpline

0845 223 8500

Email

enquiries@cfo.gsi.gov.uk

Address

Court Funds Office
Glasgow
G58 1AB

Court Funds Office
DX 501757
Cowglen

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Signature — Unless the form is signed by a solicitor, a bank manager or a company secretary the signature must be witnessed.

- **If payable to a firm:** a partner must sign adding the words 'a partner in the firm of ...'
- **If payable to a bank in its own right:** the manager of that bank must sign adding the words 'the manager of ...'
- **If payable to a company:** the company secretary must sign adding 'secretary of ...'

Signed

Date

Name

(as)

Ref.

Signature of witness

The witness should know the payee personally and be a professional person or a person of standing in the community. It must not be signed by a relative of the payee. See below for list of acceptable witnesses.

I certify that the person has signed the form in my presence and to the best of my knowledge is the person to whom the sum is due.

Signed

Date

Name

Address

Occupation

Postcode

List of acceptable witnesses

Accountant
Airline pilot
Articled Clerk of a limited company
Assurance agent of recognised company
Bank/Building Society official
Barrister
Chairman/Director of limited company
Chiropodist
Commissioner of Oaths
Councillor (local or county)
Civil Servant (permanent)
Dentist
Director/Manager of a VAT-registered charity
Director/Manager/Personnel Officer of a VAT-registered company
Doctor
Engineer (with professional qualifications)
Financial services intermediary (eg. a stockbroker or insurance broker)
Fire service official
Funeral director
Insurance agent (full time) of a recognised company
Journalist
Justice of the Peace
Legal secretary
(fellow or associate member of the Institute of Legal Secretaries and PAs)
Licensee of public house
Local Government Officer
Manager/Personnel Officer (of a limited company)
Member, associate or fellow of a professional body
Member of Parliament
Merchant Navy officer
Minister of a recognised religion (including Christian Science)
Nurse (RGN and RMN)
Officer of the armed services (active or retired)
Optician
Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
Person with honours (an OBE or MBE, for example)
Pharmacist
Photographer (professional)
Police Officer
Post Office official
President/Secretary of a recognised organisation
Salvation Army officer
Social worker
Solicitor
Surveyor
Teacher, lecturer
Trade union officer
Travel agent (qualified)
Valuer or auctioneer
(fellows and associate members of the incorporated society)
Warrant Officers and Chief Petty Officers