

# Authority to access the Court Funds Office account

**CFO A**  
(01.19)

**Once this authority is in place all payments will be made to this account.  
If your bank details change you will need to send the Court Funds Office a new form CFO A.**

Please indicate whether this is a new or amending instruction of an existing authority:

☐

**New details**

☐

**Amending details**

Full name of the person who lacks capacity

Case number

CFO account number

Date of current deputyship order

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Full name of the deputy

## Deputy bank account details

The deputy may pay funds into and withdraw funds from the CFO account to provide for the maintenance and the well being of the person who lacks capacity.  
**Any** payments from this account are to be paid to the bank account as detailed below:

Name of bank

Account name

Address

Account no.

Sort code

Postcode 

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**Signed  
(Deputy)**

**Date**

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**Name**

**Address**

**Telephone  
no.**

Postcode 

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**Ref.**

**When returning this form you must include:**

- a sealed copy of the deputyship order, unless you have already provided it to the Court Funds Office
- a copy bank statement or copy bank letter (dated within the last three months) confirming the deputy bank account details.

## How to contact the Court Funds Office

### Customer Helpline

0300 0200 199

### Email

enquiries@cfo.gsi.gov.uk

### Address

Court Funds Office    Court Funds Office  
Sunderland            DX 328004  
SR43 3AB              Sunderland 19

For full details of how your information is used please see our privacy notice at <https://www.gov.uk/government/collections/court-funds-office-forms> or contact CFO who will provide you with a copy.