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Postcode

Postcode

[illegible]

Capital £

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 :

Interest £

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 :

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☐ Full ☐ Part ☐ Interim

continued overleaf ➡

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.

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.

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

Iban no.

Swift/BIC code

Name of bank

Address

Postcode

Account name

Account no.

Sort code

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

Name

Ref.

Date

(as)

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 attached 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

Name

Occupation

Date

Address

Postcode

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

How to contact the Court Funds Office

Customer Helpline

0300 0200 199

Email

enquiries@cfo.gsi.gov.uk

Address

Court Funds Office
Sunderland
SR43 3AB

Court Funds Office
DX 328004
Sunderland 19

How to pay

Cheques must be made payable to:
Accountant General
of the Senior Courts

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