

Full account name

Case number

CFO account number

Date of court order

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As one of the creditors of

Name of company

Your full name (the creditor)

Your present address

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

I am due a payment of

£										:		
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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

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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**

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.

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	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	(as)	<input type="text"/>				
Ref.	<input type="text"/>						

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	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	Address	<input type="text"/>				
Occupation	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List of acceptable witnesses

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