



Confirmation of Payee options form

About opting-out

All customers have been automatically opted-in to our Confirmation of Payee (CoP) service. This service allows people to check the details on the account they want to send a payment to. It’s designed to help protect you against fraud, and accidentally sending any payments to the wrong account. We’ll only agree to opt-out requests in exceptional circumstances.

If you opt-out of CoP, anyone sending a payment to your account will be unable to confirm your details and may choose not to make the payment.

Even if you opt-out you can still use CoP when you send a payment to another account.

What would you like to do?

- Opt-out of CoP Opt back into CoP (only possible if you’ve already opted out)

Your details

All fields marked with * are mandatory Personal information.

Title*	
First name*	
Middle name(s)	
Postcode:	
Last name*	
Date of birth*	

Current address

Address line 1*	
Address line 2	
Address line 3	
Town or city*	
County	
Postcode*	

Account details

Account name*	Account numbers(s)														

Opt-out requests only

Why do you want to opt out of CoP?



Processing your request

Opting-out

Once we've reviewed your request, we'll write to you within one calendar month to let you know the outcome and any next steps.

Please note

If your opt-out request is approved, the accounts you have listed will be removed from the service.

You'll be able to opt back into CoP later by using this request form.

Opt-in

We'll process your request in one calendar month, and will send you a confirmation letter once you have been opted back in.

Declaration

I confirm I'm the person named above or have authority to act on the account holder's behalf.

Signature: _____

Name (if not the account holder): _____

Date: _____

Please send the completed form to:

Customer Support, Leeds Building Society, PO Box 228, Leeds, LS1 9LN.