

Confirmation of Payee (CoP) Options Form

To apply to 'opt out' of inbound payment checking, or to opt back in to CoP checking.

Building**Society**

PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM. ALL FIELDS WITH* ARE REQUIRED

CoP is a service that checks the name on the account you want to pay into. It's designed to help protect you against fraud, and payments going to the wrong account. All our members are automatically opted in to this CoP protection; we'll only agree to opt-out requests in exceptional circumstances.

If you opt out of CoP, your savings / mortgage account details won't be checked when someone makes a payment to it. Any outbound payments from your account will remain subject to CoP checking, where applicable.

If you are opted out of CoP, you can choose to opt back in to CoP checking at any time, by completing the relevant options on this form.

Your details

Name and address

Title* Forename* Middle name(s) Surname*

Address*

Postcode*

Date of birth* SBS account number(s)*

Email address

Contact preference

How should we contact you about the outcome of your request? *

Post

Email

Your request

Please confirm whether you would like to:

Opt out of CoP checking

Opt back in to CoP checking
Only possible if you've already opted out

Opt-out requests only

Please tell us why you want to opt out of CoP checking. If you need more space, please use the box on page 2.

Processing your form

For opt out requests:

- We will review your request and write to you within two weeks to let you know the outcome, using your preferred contact method.
- If approved, we will make the required changes to **ALL** existing Suffolk Building Society accounts in your name, including any joint accounts (but not any accounts held by joint parties in *their* name).
- For any new products taken out, you may be required to advise us on whether these should also be opted out of CoP checking.
- If you are opted out, you can opt back in to CoP at any time by completing a CoP Options Form.

For opt in requests:

- We'll process your request within two weeks.
- CoP checking will be re-applied to **ALL** of your Suffolk Building Society accounts, including any joint accounts.
- We will send you confirmation using your preferred contact method.

Please sign here

- By signing below, I confirm I'm the person named above, and that I have read and understood how my request will be processed.
Details of how we use your information can be found at suffolkbuildingsociety.co.uk/privacy-policy

Signature _____

Date

Once completed and signed, this form can be emailed to hello@suffolkbuildingsociety.co.uk or returned by post to Suffolk Building Society, Freehold House, 6-8 The Havens, Ransomes Europark, Ipswich, Suffolk IP3 9SJ.

Please use this box, if you need more space to tell us why you want to opt out of CoP checking.

For office use only:

- | | |
|---|---|
| <input type="checkbox"/> Branch Code: _____ | <input type="checkbox"/> Warn. Code (if applicable) |
| <input type="checkbox"/> Mandatory Fields Completed | <input type="checkbox"/> PAD01 |
| <input type="checkbox"/> CUS01 Details | <input type="checkbox"/> Letter issued |
| <input type="checkbox"/> OPT OUT - Emailed for decision | <input type="checkbox"/> LET26 |
| | <input type="checkbox"/> Internal conf. email to MI |

Suffolk

Building Society

Suffolk Building Society, Freehold House, 6-8 The Havens,
Ransomes Europark, Ipswich, Suffolk IP3 9SJ

0330 123 0723

hello@suffolkbuildingsociety.co.uk
suffolkbuildingsociety.co.uk