

Full account name

  


Case number

CFO account number

Date of court order

**As one of the creditors of**

Name of company

Your full name (the creditor)

Your present address

  
  
 Postcode 

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

  
  
 Postcode 

I am due a payment of

 £  : 
**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 

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 ...'

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

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