Single Payment Scheme

Payment Assignee Details Form

SP13

Rural Payments Agency

IMPORTANT

Fill in this form if you want us to make your payment to someone else (the assignee). This is for payments we will make from your current Single Payment Scheme (SPS) application.

If you haven't already filled in a Payment Redirection Form (CREG 08) please call our Customer Service Centre on 0845 603 7777.

This form applies to the current scheme year only. Please read the 'How to complete your Single Payment Scheme Forms' section in the current SPS Handbook.

How to fill in this form

- Use black ink and CAPITAL LETTERS. Do not use pencil or felt-tip pen.
- Do not fold the form.

If you make a mistake

- Do not use correction fluid. Cross through your mistake, write the correct information as near to the answer space as possible, and add your initials and the date.

Before returning this form

- Have you filled in all parts of this form?
- Have you signed and dated the form? If you haven't we cannot accept it.

Part A: Your business

Complete your customer details below.

Single Business Identifier (SBI):

Business name:

Part B: Assignee details

Assignee name:

TITLE SURNAME

FIRST AND MIDDLE NAMES

Address:

LINE1

LINE2

LINE3, CITY

COUNTY POSTCODE

Rural Payments Agency, PO Box 300, Sheffield, S95 1AA
Customer Service Centre: csc@rpa.gsi.gov.uk or 0845 603 7777
The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)

Affix SBI barcode label here

123456789 Name of business

Part C: Declarations and responsibilities

I assign any payment that may be due to the business named in Part A for the current scheme year for SPS to the assignee listed at Part B.

Signature and date: Signature D D M M Y Y Y Y

Name:

Status:

for example, partner, director, sole trader

WARNING: You must sign and date this form. The person signing in this part of the form should be registered as the legally responsible person for the business. If the business has not filled in a Customer Registration Form (CReg 01) call our Customer Service Centre on 0845 603 7777.

Data protection

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our website at rpa.defra.gov.uk, then put 'Personal Data' into the search box.