

You may complete this form if the total value of the estate of the deceased is under £5,000, unless a grant of representation has been obtained in which case form CFO 209 must be completed.

Securities: If the fund includes security holdings you must complete form CFO SST1 to indicate whether they are to be sold, transferred or part sold/part transferred. If the security held is the Equity Index Tracker Fund these units must be sold and cannot be transferred. The completed form CFO SST1 must be attached to this form.

Full name of the deceased

Case number

CFO account number

Date of death

A certified copy of the death certificate must be attached to this form, unless you have already provided it to Court Funds Office.

Did the deceased leave a will?

 Yes

 No

If Yes, a certified copy must be attached to this form.

Case relates to a

 Court of Protection client

 Child

 Protected beneficiary

Applicant's details

Full name

Address

 Postcode

What is your relationship to the deceased?

If signing on behalf of the Crown/Duchy of Lancaster/
Duchy of Cornwall put **N/A**

Bank account details for payment

Name of bank

Account name

Address

 Postcode

Account no.

Sort code

If payment is to be made to a bank outside of the UK

Iban no.

Swift/BIC code

continued overleaf 

How to contact the Court Funds Office

Customer Helpline

0300 0200 199

Email

enquiries@cfo.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.

Declaration

I declare that the information provided on this form is correct and that I am entitled to apply for a grant of representation to the estate of the deceased as I am the executor/nearest of kin/administering the estate on behalf of the Crown/Duchy of Lancaster/Duchy of Cornwall.

I have not taken out a grant of representation to their estate and I am entitled to receive the fund in court.

I will distribute the estate according to the rules of intestacy their will.

The total value of the assets of the deceased, including the fund in court, does not exceed £5,000.

I make this declaration believing it to be true. I request you to pay the fund in court to the bank or building society account set out above.

You must sign this section. If there are beneficiaries of equal entitlement, a letter of consent must be signed and dated by all the beneficiaries and attached to the form. The form and letter of consent must be signed in the presence of any person before whom an affidavit may be sworn. The letter of consent should also be signed by the person before whom an affidavit may be sworn. See below for list of acceptable witnesses.

If the deceased left a will, and an executor named in the will has since died, a certified copy of the deceased executor's death certificate must be attached to this form.

Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Address	<input type="text"/>
<input type="checkbox"/> Executor		Postcode	<input type="text"/>
<input type="checkbox"/> Nearest of kin - state your relationship to the deceased	<input type="text"/>		
<input type="checkbox"/> Other - only applicable if signing on behalf of the Crown, Duchy of Lancaster or Duchy of Cornwall			

Signature of witness

I certify that the person has signed the form in my presence.

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

List of acceptable witnesses

Commissioner for Oaths

Persons specified in the Legal Services Act 2007 (for example, a practicing solicitor)

Certain officials of the Senior Courts

A circuit judge or district judge

Any Justice of the Peace

Certain officials of any county court appointed by the judge of that court for that purpose (please contact your local court for more details)