



Lump Sum Query Form

Important notes

Please use this form to tell us about your lump sum query. Complete the form in full including the 'Your information' section. We may need to contact you if we require additional information. We will notify you of the outcome once we have completed the work. To fill it in electronically:

To complete the form on paper:

- 1 print it
- 2 fill it in
- 3 post it to 'Rural Payments Agency, PO Box 352, Worksop, S80 9FG'

To fill it in electronically:

- 1 Download the form and save it to your computer (if you don't, the 'email' button may not work)
- 2 Fill in the form and save it again
- 3 Email the form to 'ruralpayments@defra.gov.uk' (you can use the 'email' button on the form to do this). Use 'Lump Sum Query form' as the subject of your email.

We can only accept forms by email if the address they come from is registered on the Rural Payments service. If you have more than one form to send, please email them separately.

Data Protection

The Department for Environment, Food and Rural Affairs (Defra) is the data controller for personal data you give to RPA. For information on how we handle personal data go to <http://www.gov.uk/> and search 'Rural Payments Agency personal information charter'.

Your information

I am a (select one) Customer Agent

Have you submitted a BPS Payment query form for previous years? Yes No

Business name

Contact name

Contact number

SBI number

Which scheme year(s) does your query relate to?

Please tick all that apply

2019 2020 2021

Which Lump Sum Exit Scheme statement does your query relate to?

Please tick one only

Forecast Statement Post Application Statement Claim Statement

Query Type

Please tick all that apply

BPS gross value

Greening gross value

Young Farmer claim value

Missing entitlement transfers

Number of entitlements

Description of customer issue

Please provide a detailed description of the exact nature of your queries and concerns. If you think your values in the statement indicated are incorrect, please explain why you think it is incorrect and provide any supporting evidence if applicable.

Continue on next page if more space is needed.

Description of customer issue continued

Please provide a detailed description of the exact nature of your queries and concerns. If you think your values in the statement indicated are incorrect, please explain why you think it is incorrect and provide any supporting evidence if applicable.

Please note: only send one form per email, from an email address registered on Rural Payments service.