



# Delinked Payments Transfer Request form

## Request transfer of reference data

Use this form to request the transfer of reference data if you are unable to use the Rural Payments service for one of the 6 reasons listed below.

Tick the relevant box to request the transfer of reference data:

1. because you have inherited eligible land
2. from a business which has a locked (or 'closed'), inactive SBI  
We will complete the processing of all such requests after the transfer window closes.
3. from a business whose SBI is not locked but you are unable to contact the intended transferor  
We will check if the transferor's account should be locked. We won't be able to process your transfer request if their account remains unlocked.
4. that will be transferred to you from another business (but you are unable to transfer online as the transfer to you has not yet been completed – farmer 1 to farmer 2 (you) and then onto farmer 3)  
The business given at part A should sign the form. See 'Signatory', below.
5. due to unresolved issues affecting your BPS 2020, 2021 or 2022 reference data  
This may be because you have raised a payment query, for example.
6. from an SBI (sole trader) that is awaiting grant of probate  
We can't process the transfer request until probate has been granted.

As the person completing the form you will be the:

- transferee (the business receiving the reference data) if you have completed box 1, 2 or 3, or
- transferor (the business which currently holds the reference data) if you have completed box 4, 5 or 6

and you are the person who should sign at part D.

## Consent

For multiple data transfer requests from a locked SBI (only), I consent to my contact information being shared with the other parties involved in these transfer requests

Where the sum of the reference data transfer requests is more than the total reference data available, all parties need to agree acceptable transfer amounts.

**A. Business which currently holds the reference data (Transferor)**

Details of the business from which you want to transfer reference data.

Single Business Identifier (SBI)

Business name and address

**B. Business receiving the reference data (Transferee)**

Details of the business to which you want to transfer reference data.

Single Business Identifier (SBI)

Business name and address

**C. Amount of reference data to be transferred:**

Tick this box if you want to transfer **all** the reference data (from the business given in part A to the business given in part B).

All BPS 2020-2022 reference data

Or

Please use these boxes if you want to transfer **part** of the reference data (from the business given in part A to the business given in part B).

Amount of original reference data to transfer

If you are the transferor, you can find how much data you have available to transfer on your most recent information statement. If you are the transferee requesting data from another SBI, you should know this amount based on the business arrangements you had with the transferor.

Amount of reference data transferred to you that you want to transfer

You should only complete this box if you know the reference data won't be transferred to you before the transfer window closes and have ticked box 4. You should have been informed of the amount separately by the person who is arranging the transfer to you.

## **D. Signatory**

Signature

Full name (BLOCK CAPITALS):

Relationship to business requesting the transfer.  
For example, agent, partner, owner, director, sole trader.

## **E. Confirmation of completed transfers**

When the transfer is complete, we will send a notification of the transfer in the Rural Payments service, to both the transferor and transferee.

Please tell us if you cannot access the Rural Payments service and need notification of transfer by email or letter.

Send me notification of transfer by email

Send me notification of transfer by letter

If the transfer is rejected, we will notify the business which made the transfer request.

## **Data protection**

For information on how we handle personal data go to GOV.UK and search for 'Rural Payments Agency Personal information charter'.

Rural Payments Agency, PO Box 352, Worksop, S80 9FG

Rural Payments helpline: ruralpayments@defra.gov.uk or 03000 200 301

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra)