



BPS Payment Query Form

Please use this form to tell us about your payment query.

To fill it in electronically:

- 1 Download the form and save it to your computer
- 2 Fill in the form and save it again
- 3 Email the form to 'ruralpayments@defra.gov.uk'. Use 'BPS Payment 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.

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'

Your information

I am a (select one) Customer Agent

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

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

Business name

Contact name

Contact number

SBI number

Your query

Please tell us what your query is about. Tick all that apply

Total claim value	BPS reductions/penalties	Common rights
Greening	RPA determined eligible area	Missing national reserve
Cross border	BPS claim value	BPS entitlements amount
Wrong payment region	Number of entitlements	Missing entitlement transfers
Young farmer payment	Land Parcel Data*	Mapping updates**
BPS 2020-2022 data used to calculate a delinked payment***		Other

* Please tell us which parcel(s) this refers to in the 'Description of issue' section.

** If you believe mapping updates have had a significant effect on your payment and you have not already asked us to investigate, please submit a [Rural Land Change request](#). Read more in '[Digital maps in the Rural Payments service: check and change your maps](#)' on GOV.UK.

*** Please note that there is a 60-day deadline to submit a query, which runs from the 'date of notification' of the BPS payment or payment related decision. Read more information on the RPA [Complaints Procedure](#) page on GOV.UK.

If 'Other' please tell us what area of BPS payment your query relates to.

Description of issue

Please provide a detailed description of your queries and concerns and include any supporting evidence, if applicable.

If you are reporting a land parcel data issue, please include land parcel reference number(s), for example SH8461 2961.

Continue on next page if more space is needed.

Description of issue continued