

CONFIRMATION OF PAYEE PREFERENCES



Confirmation of Payee (CoP) is a name checking service for UK-based payments. It is implemented by banks to ensure that when someone makes a payment, the name of the account holder matches the name they have entered. It helps to avoid misdirected payments and to combat fraud, by alerting the person sending the payment if the name they've entered does not match the account name held by the recipient's bank.

Melton Building Society will act as a responder which means that we will be confirming that the account name corresponds with the account details supplied when payments are sent to your account held with us.

You do have the right to request to opt out of the service with us, however, we would like to reassure you that the service is a safe and essential one. We will therefore only grant these requests in a limited number of circumstances and review each request on an individual basis. If you still wish to opt out of this service, you can do so by completing and returning this form, if your request to opt out is granted you can opt back in at anytime.

Please note:

- Where an account is a joint account **both** account holders must complete and sign this form. Where it is not possible to obtain the second account holder please detail why in the box provided below
- All account numbers must be listed should you hold more than one account
- Any Opt out or Opt in request will apply to all personal savings accounts and mortgages held in your name with Melton Building Society. Any Opt out request granted will not apply to business accounts.
- **Due to the importance of the scheme we will consider opt out requests carefully on a case by case basis with each request being subject to a review. It is possible that your request to opt out will not be granted.**

I wish to: **Opt in** **Opt out**

Your details

First account holder

Full name

Date of birth

Current address

Postcode

Email address

Second account holder (if applicable)

Full name

Date of birth

Current address

Postcode

Email address

Contact number

Contact number

Account number(s)

Account number(s)

Please provide a brief overview of why you wish to opt out of the Confirmation of Payee service?

Where the second account signature is not provided, please provide a brief overview of the reasons why

Signed:

Signed:

Date:

Date:

Next steps

Please send this completed form to

Mutual House, Leicester Road, Melton Mowbray, Leicestershire, LE13 0DB

or drop into a local Melton Building Society branch, details of your nearest branch and our opening hours can be found at www.themelton.co.uk

Once received, we will assess your request and contact you within 30 working days to provide an outcome or request further information.