

Authority to access the CFO account

Please read the following guidance notes before completing this form in BLOCK CAPITALS and black ink.

- **Client details:** Insert the full name of the client and the 8-digit case reference number (this can be found on the First General Order or any other correspondence that you may have received from the Court of Protection) in the spaces provided. Please indicate whether this is a **New** or **Amending** instruction of an existing authority.
- **Deputy's details:** insert the details of the Deputy in the spaces provided.
- **Deputy's bank account details:** Insert the Order date in the box and your name in the space provided. Insert the bank account details of the Deputy in the spaces provided. It is essential that the account number and sort code as clear as possible.
- **Please remember** that the CFO will not send funds to any other account once this authority is set unless informed of an amendment using this Form.

For CFO use only
Extended/Restricted/
Empowerment Order Stamp

Client details:

Client	
Family/Surname	
Client Forename(s)	

Case number:

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New Details **Amending Details**

(Please tick appropriate box)

Deputy details:

Name:	Signed:	
Address:		
	Postcode	
Daytime Contact No.:	Dated:	

Deputy Bank Account details:

By an order dated the Deputy _____ is authorised to lodge and withdraw funds from the CFO Account to provide for the maintenance and the well being of the Court of Protection client. **Any** payments from this account are to be paid to the Bank Account as detailed below:

Account title:			
Name and address of bank:			
	Postcode		
Account number:	Sort Code:		

An original sealed copy of the Order and accompanying bank statement or bank letter (dated within the last 3 months) must be attached to this empowerment authority (no photocopies please) and sent to Court Funds Office, 22 Kingsway, LONDON, WC2B 6LE (or via DX 149780 Kingsway 5)

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Date received:

DD	MM	YY
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Annual Limit: £ **In words**

CFO Account No.:

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Evidence approved & originals returned: Yes No

	Processed	Date	CFO Band D AUT STAMP
COM	<i>Tick</i>		
BAS	<i>Tick</i>		
NAM	<i>Tick</i>		