



## Direct Payment Know Your Customer Agreement

Please read this agreement carefully and ask your Social Care Worker if you have any questions.

### Parties to the Agreement

Direct Payment Beneficiary Name:	
Authorised/Nominated Person Name:	
Authorised/Nominated Person Email:	
Authorised/Nominated Person Contact Number:	
Social Care Worker Name:	

### Why we ask for this information

The council uses Know Your Customer (KYC) checks to confirm the identity of anyone acting as a Nominated or Authorised Person for a prepaid card. These checks help ensure that the individual responsible for managing or accessing the card is legitimate, appropriately authorised, and acting in the best interests of the person receiving support.

By collecting these details, the council can protect vulnerable individuals, prevent misuse of funds, and make sure public money is managed safely and responsibly.

For further information about how the Council manages personal data in relation to Direct Payments, please see our privacy notice:

<https://www.nottinghamshire.gov.uk/media/1730877/direct-payments-privacy-notice.pdf>

### Declaration

I confirm that:

- The information I have provided in this form is true, accurate, and complete to the best of my knowledge.
- I understand that providing false or misleading information may result in delays, refusal of nominated/authorisation, or further investigation.

- I am acting as a Nominated or Authorised Person with the knowledge and consent of the individual receiving support, or I have the appropriate legal authority (e.g., appointeeship, power of attorney, or council approval).
- I agree to use the pre-paid card only for the purposes set out by the council and in line with the relevant policies and guidance.
- I understand that the council may review or revoke my authorisation if concerns arise about misuse, safeguarding, or non-compliance.

### **Agreement**

By signing this form, I agree for the council to:

- Carry out identity verification and Know Your Customer (KYC) checks using the information I have provided.
- Contact me if further information or clarification is required.
- Use and store my information securely for the purpose of managing and monitoring the pre-paid card arrangement.
- Share relevant information with authorised internal teams or external agencies where required by law, safeguarding duties, or financial regulations.

### **Signature**

Authorised/Nominated Person:	
Date:	