

Civil (Legal Help) and Crime (Lower) Work

Request to Change Method of Payment

Please use this form to indicate if you would like us to pay for your Crime (Lower) and/or Civil (Legal Help and Controlled Work) under one of the payment arrangements below. Please note that:

- You do not need to return the form if you wish to be paid under the arrangement now in place.
- Each of the arrangements below is more fully described in the guidance provided.

Please complete the table below:

Firm Name	
Account Number(s)	
Contact at Firm	
Telephone number	
E-mail address	

Civil Legal Aid: Please pay our firm for its Legal Help and Controlled Work under the following arrangement: *(Please delete as appropriate – do not complete if your firm only does Crime work)*

The Variable Monthly Payment Option:	Yes	No
The “Narrowed Reconciliation Band Option:	Yes	No

Criminal Legal Aid: Our firm would like to be paid for its Crime (Lower) Work under the following arrangement: *(Please delete as appropriate - do not complete if your firm only does Civil work)*

The Variable Monthly Payment Option:	Yes	No
The “Narrowed Reconciliation Band Option:	Yes	No

I can confirm as follows:

- I have read the guidance about the above payment processes.
- I am authorised to make this choice on behalf of my firm.

Signed: Print Name.....

Position in Firm:

Please return this form to our Reconciliation team:

By e-mail: reconciliation@legalservices.gsi.gov.uk
 By DX: Reconciliation Team, Legal Services Commission, DX742350 Jarrow 2
 By Post: Reconciliation Team, Legal Services Commission, North-East Office
 Berkley Way, Viking Business Park, Jarrow, NE31 1SF