

Transfer of Payment Entitlements – 2026 Q&A

1. I have tried to submit my transfer of payment entitlements online but am unable to do so. What should I do?

Contact Payment Delivery Branch on 0300 200 7848 during office hours (between 9am and 5pm) who will direct you to a member of staff who will try to resolve your online issue(s) in advance of the trading window closing.

If these issues have been resolved a member of staff will ask you or your agent to complete your transfer online. If these issues cannot be resolved an electronic *TE1 form – Lease, Sale, Gift* will be issued to you or your agent.

The *TE1 form – Lease, Sale, Gift* – should be returned to us by email to agriculturalandenvironmentalschemes@daera-ni.gov.uk.

You or your agent can also post this form and any supporting documentation to: Agricultural & Environmental Schemes-Payment Delivery Branch, 40 Foyle Street, Londonderry, Derry/Londonderry BT48 6AT.

Forms should be returned so that they reach us no later than **15 May 2026**.

2. How do I submit a transfer of payment entitlements due to inheritance?

Email

We ask that you or your agent email the electronic TE1 form – Actual Inheritance [Actual Inheritance and Anticipated Inheritance Forms \(TE1\)](#) and any supporting documentation to: agriculturalandenvironmentalschemes@daera-ni.gov.uk **no later than 15 May 2026**.

Post

You or your agent can also post your TE1 form and any supporting documentation to: Agricultural & Environmental Schemes Payment Delivery Branch, 40 Foyle Street, Londonderry, Derry/Londonderry BT48 6AT no later than **15 May 2026**.

Scheme Information and Support

If you do not have access to email or an agent, contact Payment Delivery Branch on 0300 200 7848 during office hours (between 9am and 5pm).

3. Will my transfer application still go ahead if I don't have all my supporting documentation?

There are several options available to you depending on your particular circumstances. To discuss your options contact Payment Delivery Branch at agriculturalandenvironmentalschemes@daera-ni.gov.uk or speak to a member of staff on 0300 200 7848.

4. What should I do if I need to withdraw or undo a transfer of payment entitlements that was either carried out online or by a TE1 application form?

If a transfer needs to be withdrawn or undone both parties involved in the transaction should request this by emailing agriculturalandenvironmentalschemes@daera-ni.gov.uk

If a customer does not have access to email, then they should speak to a member of staff on 0300 200 7848.