

**Instructions**

- Please ensure that all details are completed in full and tick boxes where applicable.
- Boxes marked with an asterisk (\*) must be completed.
- Failure to complete these boxes will result in the form being returned.
- Proof of identity required refer to Proving your identity sheet. 1x List B (Evidence of Address) must include new address.

**PERSONAL DETAILS**

CUST ID

*Title (Mr/Mrs/Miss/Ms/other)	
*First name(s)	
*Surname	
*Date of Birth	
*Country of Birth	
*NI Number	
*Marital Status	
*Occupation	
*Nationality	

**OLD ADDRESS**

Address ID

*Address	
*Town	
*County	
*Postcode	

**NEW ADDRESS**

Address ID

*Address	
*Town	
*County	
*Postcode	
*Tel (home)	
Tel (mobile)	
Email	
*When did you move to your new address	mm/yyyy



**Agreement and Declaration**

**Your declaration - In signing this amendment form, you confirm the following declaration:**

- I declare that the information I/we have given on this form is true to the best of our knowledge and belief and undertake to inform the Society of any changes in my/our circumstances.
- I agree to be bound by the Rules of the Society, the Society's Savings Account Terms and Conditions and any specific conditions applicable to this account (a copy of which I/we have received).
- To be bound by the rules of the Society and the Charitable Assignment Scheme described above in the application form and in our savings T&C's.
- I agree to the section called "Important - Use of Your Information" including the Privacy Policy and agree to the Society using my information in the manner specified.
- That I have received a copy of the Society's Privacy Notice and have had the opportunity to read this and ask any questions.

**PLEASE SIGN HERE FOR CHANGE OF ADDRESS**

**Member 1:**

Full name:
Date:
Signature:

**Member 2 (If change of address is for a mortgage):**

Full name:
Date:
Signature:

**Member 3 (If change of address is for a mortgage):**

Full name:
Date:
Signature:

**Member 4** (If change of address is for a mortgage):

Full name:
Date:
Signature:

**Office use only**

**Tick all boxes**

- Has** the signature been verified?
- Check** customer profile has been updated with all details?
- Check** electronic ID has been re-run with new address. If pass have the details been entered on the customer profile and scanned?
- If **refer or Name & Address not a match** has the CUID marker been added to the account and note added?
- Have we requested **ID** sent **COAID** letter?
- Check** the address on **EVERY** account that the customer has to ensure that only those that should be changed have been and that none have been missed

Address change completed by

Name.....

Signature .....

Date.....

Checked By

Name.....

Signature.....

Date.....

## ID Requirements

If we are unable to verify you electronically, we will require identification (ID). We will require an original form of ID or where you can only produce copies of ID they must be certified. Further information on certified identification can be found on our website under 'Savings Forms & Leaflets'.

If you are visiting the Branch we will need two forms of identification 1 from List A and 1 from List B.

### List A – Proof of Name

Type of Document
Valid full UK driving license, including old style paper
Valid provisional UK photocard driving license
Valid full UK passport or EU member state ID card
UK-based bank or building society statement (must be less than 3 months old) – not to be sent by post
UK-based bank or building society credit card statement (must be less than 3 months old)
Letter from Benefits Agency (DWP, housing benefits), including Universal Credit welcome letters (must be less than 12 months old)
Valid student ID card from a recognised UK university or valid NUS card with your photo and date of birth

Table 1: Proof of Name

### List B – Proof of Current Address

Type of Document
Valid full UK driving license, including old style paper
Valid provisional UK photocard driving license
UK-based bank or building society statement (must be less than 3 months old)
UK-based bank or building society credit card statement (must be less than 3 months old)
UK mortgage statement (must be less than 12 months old)
UK gas or electricity bill (must be less than 3 months old)
UK landline bill (not mobile phone; must be less than 3 months old)
UK water bill (must be less than 12 months old)
UK council tax bill (must be less than 12 months old)
UK Credit Union statement (must be less than 3 months old)
Benefit letter from your local housing authority (must be less than 12 months old)
Tenancy agreement from a housing association or a council
Letter from a university or college (Must be less than 12 months old)

Table 2: Proof of Current Address

Where the child is under 16 we only require a birth certificate, from the age of 16 and above where the child is under 18 and unable to provide a document from List A and List B, we will require the following as set out in Table 3: -

Under 18 – Proof of Name	Under 18 – Proof of Address
Original Birth Certificate	Parents ID Documentation as per List A and B
NHS Medical Card	Confirmation from the child's work/school/college/university/care institution confirming name, address and details of employment/student/residence status issued within the last 12 months
	National Insurance Letter

Table 3: Under 18