

Change of name

We comply with data protection regulation and as a Data Controller, we will only collect, store and process personal information required to open and operate your account. For more information, please view the Privacy Notice on our website or ask us for a copy.

Mortgage account number(s)

Savings/current account number(s)

Please return to: Oakfield House, PO Box 600, Coventry CV3 9YR.

Name currently held on records

Title

First name Middle name(s)

Surname

Date of birth Customer sequence number (for office use only)

New name to be held on records

Title

First name Middle name(s)

Surname

Documentation - see overleaf for more information

For amendments only: Please tick one box and provide relevant documentation

Marriage certificate/Civil Partnership document Document serial number

Decree Absolute/Civil Partnership Dissolution document* Document serial number

Deed Poll document ** Document serial number

Adoption certificate Document serial number

Statutory Declaration of change of name ** Document serial number

* If reverting to your previous name, please also provide either your marriage certificate or birth/adoption certificate.

** We only accept documents which have been drawn up by a solicitor or the UK Deed Poll Service.

Where the change of name is for a minor the authorisation section should be signed by the minor named on the form unless he/she is under the age of 7 or is not capable of operating the account. In this case, the adult opening should provide their signature and relationship to the child (for example parent, guardian, godparent etc).

Authorisation

I authorise and instruct for my records to be altered as shown above and where appropriate issue me with a new cash card.

Previous signature New signature

Print name Date

Relationship to minor if applicable

I agree to abide by the terms and conditions of the above numbered existing account(s).

I confirm I have notified my property insurer of my change of name.

Is this change of name in respect of a Junior ISA? Yes No



Certification of documents

We're happy to accept certified copies if you'd prefer not to send your original documents through the post.

Copies of your original documents should have been certified **within the last 12 months** using the following words - **'I confirm that I have seen the original document'**. The certifier must sign their name and include the following details - full name, profession, professional body, business address (where applicable), phone number and date.

The person certifying should be in **current employment**, but we will also accept certification from a person who has retired (unless the list below specifically indicates that the person should still be serving), provided they still hold the qualification and are a member of the relevant institute. The person certifying **must not be related to you** in any way (e.g. spouse, partner, sibling, parent, child or in-law), and they must not be named as a joint account holder/borrower on your mortgage. You cannot certify your own identification.

Copies of original documents can only be certified by one of the following:

Legal professional (solicitor registered in England and Wales, Northern Ireland or Scotland, barrister registered in England and Wales, Northern Ireland or Scotland or Notary Public registered in any country)

Qualified accountant (registered with either ICAEW, ICAS, CAI, ACCA, CIPFA or CIMA)

Public sector official (serving officer of the Armed Services, serving police officer, teacher in current employment)

Medical professional (doctor registered with the General Medical Council, dentist registered with the relevant national professional body)

Post Office official (person authorised under the Post Office Document Certification Service)

Embassy official (an embassy, consulate or high commission officer in the country of issue of the relevant document)

Other (local government councillor, Member of Parliament, bank manager, building society manager or minister of religion).

Branch/office use - corrections only

Passbook or application correct

Identification provided

ID seen

Document serial number

Branch/office use

Branch no

Cashier no

Passbook issued

Date

dd / mm / yyyy