

Change of Address details

Please complete this form in **BLOCK CAPITALS** using a **BLACK** ball point pen and **SIGN** it. Fields highlighted in **BLUE** and with an asterisk must be completed to enable us to process the form. Please refer to **Your Guide To This Form** overleaf for help in completing the form.

Section 1 – Your Business/Organisation details

Business/Organisation name: (as it appears on your statement)

*Sort code of main account: - -

*Account number of main account:

Section 2 – Changes to your Business/Organisation address and contact details

Please let us know your new main Business/Organisation address. This is the address that you would like us to send any written correspondence to:

*Name of the person you want to receive business correspondence:

*New main Business/Organisation address:

*Postcode:

*Telephone:

Section 3 – Additional Business/Organisation address and contact details to use:

Please let us know if there are any other addresses you want us to use by ticking one of the boxes below:

Please send all correspondence including statements and any cheque books or debit cards to my main Business/Organisation address as detailed above.

Please send all correspondence to my main Business/Organisation address detailed above except for my statements and any cheque books or debit cards which should be sent to the following address:

*Name of person you want to receive statements and any cheque books or debit cards:

*Their address:

*Their postcode:

*Their telephone:

I/We confirm that the contact and address details for all accounts associated with the above named business should be amended as detailed. Signed in accordance with the new signing arrangements indicated on the Appointment of Bankers Mandate.

Authorised person

Authorised person

Date / /

Bank use only

Customer System Number

YOUR GUIDE TO COMPLETING THIS FORM

Please complete this form in BLOCK CAPITALS using a BLACK ball point pen. Fields highlighted in BLUE and with an asterisk must be completed to enable us to process the form.

If you make an error, please do not use correction fluid, but request a new form from the Mandates Helpdesk on 0845 366 9205*

PLEASE NOTE THAT:

* We can only change the address on your account if this form is completed and signed in accordance with the new Appointment of Bankers form.

Section 1 – YOUR BUSINESS/ORGANISATION DETAILS

- Business/Organisation Name: Please insert the name of the Business/Organisation.
- Sort code of main account: Please insert your Business/Organisation sort code as it appears on your bank statement.
- Account Number of main account: Please insert your Business/Organisation account number as it appears on your bank statement.

Section 2 – CHANGES TO YOUR BUSINESS/ORGANISATION ADDRESS AND CONTACT DETAILS

- Please insert the full name of the person you want to receive your Business/Organisation correspondence.
- Please insert the full details of the Business/Organisation: address, postcode and telephone number.

Section 3 – ADDITIONAL BUSINESS/ORGANISATION ADDRESS AND CONTACT DETAILS

- Please insert the full name and address details of another person you want to receive your Business/Organisation correspondence.
- Please note that your statements, cheque books and debit card will be sent to your main business address.

Please note:

- For legal reasons, we need to confirm the address(es) you've given us. We'll need ONE of the following original documents:
 - A utility bill from the past 3 months (gas, electricity or water)
 - Bank statement from the past 3 months (other than one of ours)
 - Council tax bill for the current year
 - Full UK driving licence (unless this was used as your proof of identity document)

* For BT business customers, 0845 calls will cost no more than 4.5p per minute, minimum call charge 6.0p (current at August 2013). The price on non-BT phone lines may be different.