****

**Customer amendment form**

To be completed when changing your name and/or address.

|  |
| --- |
| **Personal details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current details** |  |  | **New details** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  |  | Title |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name(s) |  |  | First name(s) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Middle name(s) |  |  | Middle name(s) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  |  | Surname |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of birth |  |  | Date of birth |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address |  |  | Address |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Postcode |  |  | Postcode |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nationality |  |  | Nationality |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupation |  |  | Occupation |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Daytime number |  |  | Daytime number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evening number |  |  | Evening number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mobile number |  |  | Mobile number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Email address |  |  | Email address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| National Insurance number |  |  | National Insurance number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tick to confirm that you have received a copy of our Privacy Notice |  |  |  |  |

|  |
| --- |
| **Tax residency status** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country of birth |  |  | Country of birth |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you a citizen of any country outside the UK? | Yes |  | No |  |  | Are you a citizen of any country outside the UK? | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you resident, for tax purposes, in any | Yes |  | No |  |  | Are you resident, for tax purposes, in any | Yes |  | No |  |
| country outside the UK? |  |  |  |  |  | country outside the UK? |  |  |  |  |
| **Your accounts** – please list all account numbers that you are linked to | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tax residency status continued** | | | | | | | | | | | | |
|  | |  |  |  |  |  |  | |  |  |  |  |
| Are you a citizen of the USA? | | Yes |  | No |  |  | Are you a citizen of the USA? | | Yes |  | No |  |
| Please list all countries, other than the UK, of which you are tax resident. Please also provide the relevant Tax Identification Number (TIN) | | | | | | | | | | | | |
| Country |  | | | | |  | Country |  | | | | |
|  | | | | | | | | | | | | |
| TIN |  | | | | |  | TIN |  | | | | |

|  |
| --- |
| **Marketing of products and services** |

|  |
| --- |
| We would occasionally like to keep you informed with details of the products, services and other promotions that we think may be of interest to you and to introduce you to or pass your details to other organisations for them to use in the same way. Please tick any of the boxes below to tell us how you would like to be contacted. By ticking these boxes, you are agreeing to receive communications from us. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post |  | Telephone |  | Email |  | Mobile phone SMS |  |  |

|  |
| --- |
| You can change your contact preferences or stop marketing communication at any time by getting in touch by visiting our website - www.thetipton.co.uk, calling us on 0121 557 2551, emailing us at info@thetipton.co.uk or writing to 70 Owen Street, Tipton, West Midlands, DY4 8HG. |

|  |
| --- |
| **Please, continue overleaf** |

|  |
| --- |
| **Your declaration** |

|  |
| --- |
| **In signing this amendment form, you confirm the following declaration:**   * I agree to the Society using my information in the manner specified in the Privacy Notice, a copy of which I have received. |

|  |
| --- |
| **For changes by marriage, divorce, civil partnership or deed poll, please fill out both signature boxes below.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current signature |  | New  signature  (Change of name only) |  | Dated |  |

|  |  |  |
| --- | --- | --- |
| I hold a Power of Attorney/Court of Protection and sign on behalf of the Account holder. |  |  |

**Proving your identity**

We must comply with money laundering regulations and to protect our customers from fraud, we must confirm the identity and address of every applicant. We are able to access credit reference agency databases which, in most cases will allow us to amend your account without any paper-based identification. This will show as a search of the database only and **not a credit score, so will not affect your credit rating.** If we do need further proof of identification, we will let you know. These requirements will depend on how and where you are amending your personal data.

**Amendments made in person at one of our branches:** one item from each of the two lists below  
**Amendments made by post:** one item from each of the two lists below

We can accept photocopies of passports and driving licenses if they are certified by a professional and you must provide their contact details. Any documents that are certified must be dated and signed ‘original seen’ and photographic evidence should be certified as providing a good likeliness.

We will not carry out credit reference agency searches against customers under 18.

**Items used as proof of identity cannot be used as proof of address.**

**Evidence of identity when changing your name**

* Marriage - Marriage certificate
* Divorce - Deed poll
* Civil Partnership - Deed poll
* Change of name - Deed poll

**Evidence of identity when changing your address**

* A current photocard driving licence (full or provisional)
* A firearms certificate or shotgun licence
* Valid old style UK driving licence
* Recent evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant
* Instrument of a court appointment (such as liquidator, or grant of probate)
* Current council tax demand letter, or statement (no older than 12 months)
* Current bank or building society statement or passbook issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction (but NOT ones printed from the internet and must be no older than 3 months)
* Utility bill (recording the company that issued the bill and date of issue) (but NOT ones printed from the internet and must be no older than 3 months)
* Inland Revenue PAYE coding notice (P2) – current year or Inland Revenue Statement of Account – current tax year
* Solicitors completion letter/statement
* Council tenancy agreement
* Private tenancy agreement

**Alternative evidence of address for under 20s:**

* Adoption Certificate
* A NHS medical card
* Child benefit documentation
* Child Tax Credit documentation
* Written confirmation from HMRC containing National Insurance Number (for those aged 16 and over)

|  |  |
| --- | --- |
| OFFICE USE ONLY | V5.003 31/08//2021 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of amendment |  | Customer number |  | ACHM |  | | CUM |  | Initial |  | |
| Identity (PIDE List 1) |  | | | Identity (PIDE List 2) | |  | | | Checked | |  |