

1 Your main account details

Please write clearly in the white spaces with capital letters or cross the boxes.

Name of customer(s) (or Business name if applicable)

Grid of boxes for name entry

Previous house number

Grid of boxes for house number

Previous post code

Grid of boxes for post code

Branch sort code

Grid of boxes for branch sort code

Account number

Grid of boxes for account number

Do you hold any joint accounts?

Yes No checkboxes

If yes please confirm that the other party(ies) are moving with you?

Yes No checkboxes

If yes please confirm that we should change the records of the other party(ies)?

Yes No checkboxes

Do you have a Bank of Scotland commercial account? (Personal customers only)

If yes and you need the business account address to change also, please enter the account details below:

Branch sort code

Grid of boxes for branch sort code

Account number

Grid of boxes for account number

For bank use only

Staff member's name (in capitals)

Text box for staff name

Customer's signature confirmed

Checkbox

Customer's signing rules confirmed

Checkbox

SMDU updated (if applicable)

Checkbox

When completed, please stamp below and send to the processing site on the day of receipt - always use the signpost tool

(Branch stamp with today's date)

Large stamp area

2 Your new address details

Address details (include house name if applicable)

Text boxes for address and postcode

Date these changes are effective from

Grid of boxes for date

What is your new residential status?

Owner - no mortgage

Checkbox

Owner - with mortgage

Checkbox

Local authority tenant

Checkbox

Private tenant

Checkbox

Living with parents

Checkbox

Other residential status (please specify)

Text box for other status

Home telephone number and area code (Business customer telephone number where applicable)

Grid of boxes for home phone number

Mobile telephone number

Grid of boxes for mobile phone number

If you have a correspondence (mailing) address on one or more of your accounts at the moment, do you want this removed?

Yes No checkboxes

Only complete this section if you want us to contact you by post at a different address to that opposite, for any of your accounts.

Address which your statements, cards and cheque books can be sent to:

Address details

Text boxes for mailing address and postcode

Please provide details of which accounts you would like this correspondence (mailing) address to be recorded on:

Branch sort code

Grid of boxes for branch sort code

Account number

Grid of boxes for account number

Grid of boxes for branch sort code

Grid of boxes for account number

Grid of boxes for account number

Grid of boxes for account number

3 Your confirmation

Please post this form to: **Bank of Scotland, PO Box 548, Leeds, LS1 1WU.**

If you have accounts, or other products and services with one or more of the following parts of the Lloyds Banking Group**, we will inform them of your new details.

- Halifax/Bank of Scotland
Halifax or Bank of Scotland Credit Cards
Halifax or Bank of Scotland Insurance*

- Halifax Life
Halifax Share Dealing

If they need any further information they will contact you direct.

*If Halifax or Bank of Scotland Insurance has arranged a policy for you through a separate Insurance Company you will still need to contact that company directly, as your failure to do so could affect your Insurance cover.

I confirm that the information given is correct.

Your signature

Text box for signature

Date

Please print name

Additional signature(s) if required by your signing instructions held with the bank

Text box for additional signature

Date

Please print name

For Service Centre use only

659/020 deleted (if applicable)



For Wholesale use only

Customer file, cust & a/c level



Inland bills of exchange



Advise LloydsLink/Key banking



Cardnet



Access card form 242



Standing orders



Currency Accounts



Charged securities



Plastic cards



Open credits



Cheque books



Appointed executor/income tax



Marketing records



Mortgages: Change of borrowers status



Articles deposited



Treasury: Advise Treasury if Treasury account held



Advise stockbrokers



Country code amended

