

# *Variation Request*

VARIATION REQUEST

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Personal Internet and  
Telephone Banking

## Guidance Notes for Completion

### Completion Instructions

Please complete all sections on the form in block capitals or ☒ where appropriate. Please return the completed form to:

**BANK OF SCOTLAND, TEAM ITB, GROUND FLOOR, TEVIOT HOUSE,  
41 SOUTH GYLE CRESCENT, EDINBURGH, EH12 0BR**

If any of your accounts are held with Bank of Scotland International in either Jersey or Isle of Man please return this form to:

**PO BOX 19, BANK OF SCOTLAND HOUSE, PROSPECT HILL,  
DOUGLAS, ISLE OF MAN, IM99 1AT**

### Final Checklist

Before returning this form, please check that:

- ☐ You have fully completed all sections of the form
- ☐ The form has been signed

**Thank you for your Variation Request.**



**Mandates**

Words and expressions defined in the Terms and Conditions of the Internet Banking Service set out after my/our Application ("the Internet Banking Terms and Conditions") have, when used in this Declaration and Mandate, the same meanings as they have in the Internet Banking Terms and Conditions.

I/We request that you implement the variations set out above in relation to the Service.

I/We acknowledge my/our liability as account holder for any overdraft together with interest, charges and expenses.

I/We hereby indemnify the Bank, keep it free and hold it harmless from and against all and any charges, claims, costs, damages, demands, expenses, liability or loss ("Claims") which may be raised against it and/or incurred by it as a result of it so acting provided that such Claims do not arise from the negligence or wilful default of the Bank, its servants or agents.

These authorities will subsist until (and to the extent) recalled in writing.

**Please sign this form**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Internet and Telephone Banking Nominated User Form - You must be entitled to disclose personal information

Completion Instructions

- \* Carefully read the Internet Banking Terms and Conditions
- \* Complete all white sections of the form in block capitals or delete as appropriate

Please only complete this form if you wish to nominate an additional user to access your account. Before completing this form, please ensure that you have read and agreed to the Data Protection Act Declaration and the Customer Declaration above the signature box on this form.

Return the completed form to **Bank of Scotland, Team ITB, FREEPOST, Ground Floor, Teviot House, 41 South Gyle Crescent, Edinburgh, EH12 0BR**  
If any of your accounts are held with Bank of Scotland International in either Jersey or Isle of Man please return this form to **PO Box 19, Bank of Scotland House, Prospect Hill, Douglas, Isle of Man, IM99 1AT**

<b>BANK USE ONLY</b>
CIF ID

Details of Account Holder

Name	
Address	
	Postcode

Details of Nominated User

Title (Mr/Mrs/Miss/Ms/Other)	
Full Name	
Nationality	
Country of Residence	
Home Address	
	Postcode
Previous Address (please complete if you have lived at your home address for less than 3 years)	
	Postcode

Existing Bank of Scotland/Halifax connection?	Sort Code:	Account No./Roll No.
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Additional Personal Information to enable us to verify and safeguard account information

Date of Birth	Date:	Month:	Year:
Place of Birth			
Mother's Maiden Surname			
Name of First School Attended			

Declarations

Data Protection Act Declaration	<p>By signing this document</p> <ul style="list-style-type: none"><li>• I understand that all my personal data will be treated confidentially.</li><li>• I agree that any memorable data provided will only be processed in order to provide for administration of the service requested and to verify and safeguard account information.</li><li>• I authorise you to search and record information at Credit Reference agencies for the purpose of checking my identity for the prevention of money laundering and fraud.</li></ul>
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Customer Declaration	<p>Words and expressions defined in the Internet Banking Terms and Conditions set out after this Application Form have, when used in this Declaration and Mandate, the same meaning as they have in the Internet Banking Terms and Conditions.</p> <p><b>I have read and accept the Internet Banking Terms and Conditions.</b></p> <p><b>I confirm that the information given on this form is true, accurate and complete.</b></p> <p><b>I wish to use the Service detailed above.</b></p>
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Please sign this form	Signed	
	Date	

## Would you like more information?

For more information please telephone us on:

**0845 306 0020<sup>†</sup>**

(Lines are open 24 hours a day, 7 days a week)

You can also find us at:

[www.bankofscotland.co.uk](http://www.bankofscotland.co.uk)

<sup>†</sup>Telephone calls may be recorded for security purposes and may be monitored under our quality control procedures.

Information is available in large print, audio and Braille on request; please call for details. You may contact us using Type Talk.

### For Bank Use Only:

Date Application received	<input type="text"/>
Verification Procedure complete	<input type="text"/>
Main CIF ID	<input type="text"/>
2nd CIF ID	<input type="text"/>
3rd CIF ID	<input type="text"/>
4th CIF ID	<input type="text"/>
Branch Contact	<input type="text"/>
Branch Telephone Number	<input type="text"/>

Place Branch Stamp in space below

 **BANK OF SCOTLAND**