

# Changes to customer name

For personal customers only

1

## Your main account details

Please write clearly in the white spaces with capital letters, putting a X in the relevant boxes.

Branch sort code







Account number











### Your new details

Your title

Mr

Mrs

Miss

Ms

Other title











Your surname




















Any suffix to last name (e.g. MBE, MD, PHD etc.)






Your first name(s)



















What is your Marital/Civil Partnership Status?

Single	Married/Civil Partnership status	Widowed	Living with partner	Divorced/Dissolved Civil Partnership	Separated
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

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 Financial Services
- 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.

Please print your previous name in full



















Please sign with both your new and old signatures.

### Your new signature

Date

### Your previous signature

Please post this form along with any supporting documentation to:  
**Bank of Scotland, PO Box 548, Leeds, LS1 1WU.**

For details of supporting documents please see section below.

## For bank use only

Originating branch name

Originating branch sort code







Staff member's name

Customer's identification confirmed

A certified copy of one of the following documents must be taken as evidence of change of name. Please note the copy is to be retained with this form.

Deed Poll	<input checked="" type="checkbox"/>	Marriage Certificate/Civil Partnership registration document	<input checked="" type="checkbox"/>
Statutory Declaration	<input checked="" type="checkbox"/>	Divorce Papers/Dissolved Civil Partnership papers	<input checked="" type="checkbox"/>
Copy of entry in Register of Corrections (Scotland only)	<input checked="" type="checkbox"/>	Amended birth certificate/Adoption certificate	<input checked="" type="checkbox"/>

When completed, please stamp below and send to the processing site **on the day of receipt** in the MPC bag.

If the customer account is held in the Channel Islands or the Isle of Man or with Worldwide Service please refer to Retail Procedures for postal address.

Branch stamp (with today's date)

### Processing site use only

New current account card ordered	<input checked="" type="checkbox"/>	New cheque book ordered	<input checked="" type="checkbox"/>
New paying in book ordered	<input checked="" type="checkbox"/>		



