

Changes to customer address

1 Your main account details

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

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

Date of birth

Previous house number/house name

Previous post code

Branch sort code

Account number

Do you hold any joint accounts?

 Yes No

If yes please confirm the joint party is moving with you and would like their address updated on their joint and sole accounts.

 Yes No

Please note:

- If no we will change your address only.
- If yes please ensure the additional signature of the joint party is captured in Section 5.

Joint accounts only

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

Date of birth

Previous house number/house name

Previous post code

Do you hold any Mortgage accounts?

 Yes No

If yes please list them below:

Mortgage account number(s)

2 Other account details

Your credit card number (if applicable)

3 Your new residential address details

Address details (include house name if applicable)

Postcode

Country of Residence

Date these changes are effective from

What is your new residential status?

Owner - no mortgage Owner - with mortgage Local authority tenant Private tenant Living with parents

Other residential status (please specify)

New home telephone number and area dialling code (Business customer telephone number where applicable)

Mobile telephone number

E-mail address (if you have one)

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

 Yes No

3.1 Your new correspondence details (if applicable)

Only complete this section if you would like your mail delivered to a different address rather than your residential address.

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

Address details

Postcode

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

Branch sort code

Account number

Your credit card number (if applicable)



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 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.

**If you have a Bank of Scotland Car Finance product (Fixed Car Finance or Flex Car Finance) please contact 0333 202 7943 or sign in to www.mycarfinance.bankofscotland.co.uk to update your address details.

Would you like confirmation of your change of address?

Yes

No

If yes how would you like to receive confirmation?

Please write to me

Please text me

I confirm that the information given is correct.

Your signature

Date

Please print name

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

Date

Please print name

Please note: This additional signature is **mandatory** if you are moving the joint party address/ sole accounts.

For bank use only

Staff member's name (in capitals)

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)

	Yes	No
Is customer present?	<input type="checkbox"/>	<input type="checkbox"/>
Customer's signature confirmed	<input type="checkbox"/>	<input type="checkbox"/>
Customer's signing rules confirmed	<input type="checkbox"/>	<input type="checkbox"/>
SMDU updated (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

MANDATORY

For Service Centre use only

659/020 deleted (if applicable)

For Wholesale use only

Customer file, cust & a/c level	<input type="checkbox"/>	Cheque books	<input type="checkbox"/>	Cardnet	<input type="checkbox"/>	Mortgages: Change of borrowers status	<input type="checkbox"/>
Advise LloydsLink/Key banking	<input type="checkbox"/>	Marketing records	<input type="checkbox"/>	Standing orders	<input type="checkbox"/>	Treasury: Advise Treasury if Treasury account held	<input type="checkbox"/>
Access card form 242	<input type="checkbox"/>	Articles deposited	<input type="checkbox"/>	Charged securities	<input type="checkbox"/>	Country code amended	<input type="checkbox"/>
Currency Accounts	<input type="checkbox"/>	Advise stockbrokers	<input type="checkbox"/>	Open credits	<input type="checkbox"/>		
Plastic cards	<input type="checkbox"/>	Inland bills of exchange	<input type="checkbox"/>	Appointed executor/income tax	<input type="checkbox"/>		