

Trust Account Change of Customer Details Form

About your Trust

Trust name:

Account(s) affected by the change

If you have more accounts to list, please mark this box with an X, and list them on the reverse of this form.

Change of address

Previous address and/or contact details (complete where relevant)

Property number / name	Home number
Street	
Town	
County	Postcode
Email address	
Phone number	

Your new details. Please see our ID requirements document to see what evidence you may need to verify your identity and your new permanent address (this can be found in the savings section on our website, or you can ask a member of staff for an ID requirements booklet).

Effective date of new address	
Property number / name	Home number
Street	
Town	
County	Postcode
Email address	
Phone number	

Change of Nominated Account

Please provide us a recent bank statement from your nominated account.

Please arrange for the interest on my/our* above mentioned account to be paid into the following:

*Delete where applicable

Bank name		
Sort code		Account number
Account name		
Bank address		

Office use only

Date received

Signatures verified

Documentation checked

CIN

Date changed

Staff initial

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.
Firm reference number: 157260

IMPORTANT: PLEASE READ AND SIGN THE DECLARATION BELOW

IMPORTANT DECLARATION By submitting this form I/we declare that:

1. All information supplied is true and accurate to the best of my knowledge.
2. I have permission and authority to make amends to this account on behalf of the business, owners and authorised users and they are aware that their information has been shared with Harpenden Building Society for this purpose.
3. I understand that to comply with its legal and regulatory obligations the information supplied on this form will be verified. Harpenden Building Society uses third parties to verify the information, one being SmartSearch which will leave a non-credit footprint on the applicable record. A record of the output will be supplied to Harpenden Building Society and retained.
4. As detailed in the relevant account terms and conditions, I understand how the information I have provided will be processed, my rights and how to contact the Data Protection Officer.
5. I/We agree to the specific terms and conditions of the account, the General Terms & Conditions for Business Deposit Accounts and to be bound by the rules of the Society (a copy of which is available on the website and/or can be posted to you upon request).

Tick to confirm you have read and accept the above declaration statements which constitute our agreement.

On behalf of the Trust, Trustees and Beneficiaries - This must be signed by a **Trustee or Beneficiary**.

Name:.....

Signature:..... Date:.....

You are confirming the receipt of the Financial Services Compensation Scheme Information Sheet and Exclusions.

PRIVACY NOTICE

- Data Protection regulations require Harpenden Building Society (the Society) to inform customers about how their personal data will be processed.
- Personal data includes customer’s name, addresses, financial information and other personal information needed for opening an account.
- The Society will restrict its processing of your personal data to the minimum required to open and manage your account, update you on your account status and inform you of any new savings products. Your personal information will also be processed to comply with the Society’s legal and regulatory obligations and to ensure that we continue to operate the Society in a way to safeguard your investment.
- The Society will not send you marketing material on any other services and will not share your personal details with any other organisation for marketing purposes, without your consent.
- Your personal details will be stored securely by the Society and its specialist suppliers, in countries that have equivalent data protection rules, and will only be used to communicate with you whilst you have an account with the Society.
- Further information on how the Society handles your personal data is available under the ‘Privacy’ menu option on our website.
- You are entitled to request the Society to restrict its use of your personal data. If you have any questions about how we manage your personal data, or wish to make a complaint, please contact the Data Protection Officer in the first instance on: privacy@harpendenbs.co.uk.
- If you are not satisfied with the handling of your complaint by the Society, you can also make a complaint to the Information Commissioner’s Office on: ico.org.uk.

NEXT STEPS

- Send your completed form to us by post at: Harpenden Building Society, Mardall House, 9-11 Vaughan Road, Harpenden AL5 4HU OR by email to specialistaccounts@harpendenbs.co.uk
- Or you can leave your completed form with any members of our Team in any of our branches.
- We will contact you (and any other authorised users) within two business days on receipt of your form.
- If you need any support completing this form please contact the team on 01582 765411 Monday-Friday 9am-5pm, excluding bank holidays.
- Further information can be found on our website at www.harpendenbs.co.uk.

Leave us a review with Smart Money People

Visit harpendenbs.co.uk/your-feedback



View our Trust Savings FAQs

Visit harpendenbs.co.uk/trust-savings-faqs



Useful Documents to help manage your trust account

Visit harpendenbs.co.uk/trust-savings-usefuldocs



FOR OFFICE USE ONLY

BRANCH:

CIN (1)

CIN (2)

ID (1)

ID (1)

ID (2)

ID (2)

Date opened:

Initials:

Date checked:

Initials: