

Customer amendment form

To be completed when changing your name and/or address.

Personal details

Current details

Title	<input type="text"/>
First name(s)	<input type="text"/>
Middle name(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text" value="D D"/> / <input type="text" value="M M"/> / <input type="text" value="Y Y Y Y"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Nationality	<input type="text"/>
Occupation	<input type="text"/>
Daytime number	<input type="text"/>
Evening number	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>
National Insurance number	<input type="text"/>

Tick to confirm that you have received a copy of our Privacy Notice

☐

New details

Title	<input type="text"/>
First name(s)	<input type="text"/>
Middle name(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Nationality	<input type="text"/>
Occupation	<input type="text"/>
Daytime number	<input type="text"/>
Evening number	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>
National Insurance number	<input type="text"/>

Tax residency status

Current Details

Country of birth	<input type="text"/>
Are you a citizen of any country outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you resident, for tax purposes, in any country outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a citizen of the USA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please list all countries, other than the UK, of which you are tax resident. Please also provide the relevant Tax Identification Number (TIN)	
Country	<input type="text"/>
TIN	<input type="text"/>

New Details

Country of birth	<input type="text"/>
Are you a citizen of any country outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you resident, for tax purposes, in any country outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a citizen of the USA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please list all countries, other than the UK, of which you are tax resident. Please also provide the relevant Tax Identification Number (TIN)	
Country	<input type="text"/>
TIN	<input type="text"/>

Your accounts – please list all account numbers that you are linked to

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Marketing of products and services

We use your information to make our communications as relevant and helpful as possible. We will never sell or share your data with third parties to try to sell you something. We think it's important to keep you informed when we launch new savings or mortgage products/services or have any news that may benefit you. If you have any preferences on how you are contacted, please tick below.

Email	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Post	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Telephone	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Text message	Yes <input type="checkbox"/>	No <input type="checkbox"/>

You are in control of your preferences and can change your mind at any time. You can do this by visiting our website www.thetipton.co.uk to complete our online form, calling us on 0121 557 2551, emailing info@thetipton.co.uk or writing to 70 Owen Street, Tipton, West Midlands, DY4 8HG.

Your declaration

In signing this amendment form, you confirm the following declaration:

- I agree to the Society using my information in the manner specified in the Privacy Notice, a copy of which I have received.

For changes by marriage, divorce, civil partnership or deed poll, please fill out both signature boxes below.

Current signature

New signature
(Change of name only)

Dated

I hold a Power of Attorney/Court of Protection and sign on behalf of the Account holder.

Proving your identity

We must comply with money laundering regulations and to protect our customers from fraud, we must confirm the identity and address of every applicant. We are able to access credit reference agency databases which, in most cases will allow us to amend your account without any paper-based identification. This will show as a search of the database only and **not a credit score, so will not affect your credit rating**. If we do need further proof of identification, we will let you know. These requirements will depend on how and where you are amending your personal data. We will not carry out credit reference agency searches against customers under 18.

We can accept photocopies of passports and driving licenses if they are certified by a professional and you must provide their contact details. Any documents that are certified must be dated and signed ‘original seen’ and photographic evidence should be certified as providing a good likeness.

Items used as proof of identity cannot be used as proof of address.

Evidence of identity when changing your name

- Passport
- A current photocard driving licence (full or provisional)
- Marriage - Marriage certificate
- Divorce – Decree absolute and birth certificate (when changing to their maiden name)
- Civil Partnership – Civil Partnership certificate
- Where a name has been changed by deed poll, we will accept enrolled and unenrolled Deed Polls. The Deed Poll is not accepted if the witness lives at the same address or is a close relative.

Evidence of identity when changing your address

- A current photocard driving licence (full or provisional)
- A firearms certificate or shotgun licence
- Valid old style UK driving licence
- Recent evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant (no older than 12 months)
- Instrument of a court appointment (such as liquidator, or grant of probate)
- Current council tax demand letter, or statement (no older than 12 months)
- Current bank or building society statement or passbook issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction (must be no older than 3 months)
- Utility bill (recording the company that issued the bill and date of issue) (but NOT ones printed from the internet and must be no older than 3 months)
- Inland Revenue PAYE coding notice (P2) – current year or Inland Revenue Statement of Account – current tax year
- Solicitors completion letter/statement (must be less than 3 months old)
- Council tenancy agreement
- Private tenancy agreement
- UK mortgage statement (must be less than 12 months old)
- TV license renewal notification (must be less than 12 months old)
- UK phone bill (not mobile; must be less than 3 months old)
- UK satellite or cable bill if it includes landline phone connection (must be less than 3 months old)
- UK Credit Union statement (must be less than 3 months old)
- Letter from Manager of Nursing/Residential Home confirming permanent residence in nursing/residential home within the last 3 months – must be on letter headed paper
- Letter from commanding officer or military unit issued in the last 3 months and confirming residency in service quarters
- Online UK bank/building society current or savings account statements issued in the last 3 months (PDF download format print not a screenshot or photographic image)
- Online utility bill issued in the last 3 months (PDF download format print not a screenshot or photographic image).

Alternative evidence of address for under 18s:

- Adoption Certificate
- A NHS medical card
- Child benefit documentation
- Child Tax Credit documentation
- Written confirmation from HMRC containing National Insurance Number (for those aged 16 and over)
- Conditional or unconditional proof of acceptance onto qualifying course – letter or slip issued by UCAS (valid for current entry year)

OFFICE USE ONLY

V5.011 February 2025

Date of amendment		Customer number		ACHM		CUM		Initial	
Identity (PIDE List 1)				Identity (PIDE List 2)				Checked	