



Savings and Loans across South Yorkshire

Change of Personal Details Form

We will need to receive this form, along with proof from the list given, to enable us to verify your identity and make any changes to the names under which you registered for your Credit Union account. **Please make sure you sign the form on the reverse.**

Name registered on account..... Member No.

Telephone no. Mobile

Email address

Change of Nomination: 'In the event of my death I nominate the following person(s) to whom there shall be transferred such property in the Sheffield Credit Union as is mine at the time of my death, whether in shares or otherwise'

Name Relationship

Change of name and/or change of title:

Following my change of name/title through: Marriage Divorce Deed poll

Please amend the following details as indicated:

New title: Mr Mrs Miss Ms

Other Please specify

If change of name, please ensure original documentation is attached, or a certified copy*

New surname

If you have also changes any of your forenames, please specify below

First name

Middle name(s)

New address details:

Address line 1

Address line 2

Postcode

If change of address, please ensure proof of your new address is attached.

Acceptable Proof of Change of Name: (office use only – circle proof taken)

- English Language Marriage Certificate
- Divorce papers or decree absolute **and** marriage certificate or birth certificate
- Deed poll – screen prints of internet deed poll applications are not acceptable
- Amended Birth Certificate
- Equity Card
- Civil Partnership Registration Document
- Dissolved Civil Partnership Papers
- Gender reassignment documentation
- Evidence of a bestowed or hereditary title (e.g. Lord) and aware (e.g. MBE) or qualification (e.g. PhD)

(note – titles which have been purchased cannot be recorded on our systems)

You can change your name to be double barrelled by providing an original copy of your marriage certificate or Civil Partnership Registration Document as long as the names to be used are those quoted on the Marriage Certificate or Civil Partnership Document.

Acceptable Proof of Change of Address: (office use only – circle proof taken)

- Current Local Authority tenancy agreement (not private tenancy)
- Current Council Tax Bill (under 12 months old)
- Current house or motor insurance certificate
- Solicitor's letter confirming house/land purchase (issued within last 6 months)
- State benefit or pension entitlement letter
- UCAS letter less than 12 months old, showing offer of place in current/next year
- Valid photo driving licence (full or provisional)
- Old style full driving licence
- Bank/credit card statement (under 3 months old, not from internet/no store cards)
- UK mortgage statement (under 12 months old, not from internet)
- Inland Revenue Correspondence (must show the name and current address)
- Rent book showing a payment within past 12 months
- Jobcentre Plus letter, giving National Insurance number (under 3 months old)
- Benefit letter/adjustment letter less than 6 months old addressed to individual, confirming that benefit was payable at that time
- Letter confirming residency from a Nursing Home/Care Home.
- Recent utility or landline phone bill, not printed from the internet.

Please Note: We recommend that all forms are submitted either in person at one of our offices or by post.

Please be aware that should you choose to send any personal or sensitive information to us by email this will be at your own risk and we cannot accept any responsibility for a third party acquiring this via unlawful actions outside of the organisations control.

You can subscribe or unsubscribe from receiving marketing information and change your marketing preferences at any time. We will only send information on our products and services and your details will not be passed to third parties. Please use the details in the header to contact us about your marketing preferences.

Signature..... **Old signature** *(if name change)*.....

**certified copies must be certified by a bank or building society official, councillor, dentist, police officer, solicitor, teacher or lecturer. This person cannot be related to you, in a relationship with you or living at the same address. Originals are preferred and do not need to be certified. Change of name and address must be supported with this form and proof.*