

Customer change of name form

If you've changed your name, fill out this form, sign it and send it to us with the documents we need.

We comply with data protection regulation and as a Data Controller, we'll only collect, store and process personal information required to open and operate your account. For more information, view our Privacy Notice online at www.saffronbs.co.uk/privacy-policy or ask us for a copy.

Name currently held on our records

Title	<input type="text"/>	Mortgage account number(s)	<input type="text"/>
First name	<input type="text"/>	Savings account number(s)	<input type="text"/>
Middle name(s)	<input type="text"/>		
Surname	<input type="text"/>		
Date of birth	<input type="text" value="DD / MM / YYYY"/>		

New name to be held on our records

First name	<input type="text"/>
Middle name(s)	<input type="text"/>
Surname	<input type="text"/>
Reason for change of name	<input type="text"/>

Documents we need

Please select one box only and send us a copy of the document.

Type of document confirming your new name	✓	What you need to send us before we'll update our records
Marriage Certificate/Civil Partnership document	<input type="checkbox"/>	Send us a copy
Decree Absolute/Civil Partnership Dissolution document	<input type="checkbox"/>	Send us a copy. If you're changing back to your original (maiden) name, you'll also need to send us a copy of your marriage certificate or birth/adoption certificate showing your original name.
Enrolled deed poll	<input type="checkbox"/>	If you've changed your name by the Royal Courts of Justice enrolled deed poll, send us a copy of the enrolled Deed Poll. We don't need you to send us proof of your ID.
Non-enrolled deed poll	<input type="checkbox"/>	If you haven't used the Royal Courts of Justice enrolled deed poll service, we need a copy of your deed poll. We also need you to send us proof of your ID. You can find which documents we'll accept in our 'Identifying you and preventing fraud' leaflet at www.saffronbs.co.uk . Call us if you want us to send you a copy.
Statutory Declaration of change of name	<input type="checkbox"/>	We'll only accept documents which have been drawn up by a solicitor. Send us a copy that's been certified by the solicitor.
Birth/adoption certificate	<input type="checkbox"/>	Send us a certified copy.
Gender recognition certificate	<input type="checkbox"/>	Send us a certified copy.

Don't send original photo-ID documents by post – they might get lost in the post. You can either come into branch or send a certified copy of your photo-ID.

We'll keep a copy of the ID documents you provide. These are required to fulfil our legal obligations and will not be used for any other purposes.

What's a Certified Copy?

A certified document is one that's been signed by someone of 'good standing' to confirm that it's a 'true copy'.

You can find out more about Certified Copies in our 'Identifying you and preventing fraud' leaflet at www.saffronbs.co.uk. Call us if you want us to send you a copy.

Marketing preferences

Saffron Building Society and its group companies will not share or use any information about you and your account outside of the group for marketing purposes. **Do you want to receive details about the relevant products, services and member offers provided by Saffron Building Society and its selected partners?**

Yes No

If Yes, you agree to be contacted for marketing communications by the following method(s). Tick all that apply.

Telephone Letter

Email Text (SMS)

If No, we understand that you don't want to receive marketing communications.

If in future you decide you want us to stop sending you marketing communications, just tell us by phone, post, webchat, email or at any of our branches.

Let us know if you need some extra support

We want you to be able to access our products and services regardless of your current circumstances.

If you want us to do something differently, or need some more support, please tell us here or call us to let us know.

Perhaps you need us to change how we communicate with you? For example, you can ask:

- For things to help you, such as braille, large print documents or other special formats.
- That we're extra patient when we speak to you over the phone or in a branch.
- That we take into consideration that your mood may vary, and your reactions might be affected.

Let us know your individual needs so we can discuss with you how we can help. We'll do all we can to help make things easier for you. We'll note the support you need on your account(s) so our colleagues know how to help you whenever you contact us.

Account holder's signature – must be completed

IMPORTANT: If the change of name is for a child, this form needs to be signed by any adult named on the account. If the child is over the age of 13 and the account has been signed over to them, then the child will need to sign.

Previous Signature

New Signature

Adult signatory on child's account Signature

Print Name

Date

Return to Saffron House, 1a Market Street, Saffron Walden, Essex CB10 1HX with the documents we need.