

# Change of Address and/or contact details for officials with business accounts



Use this form to inform us of a change of address and/or contact details

## Account information

Please ensure all account numbers to be amended are listed below. We'll need to let our Mortgage Administration Team know of your change of address where you have a current mortgage account.



Customer Name(s):



## Details of your new address and contact information

\*New Address:

Postcode:

Is the above address also the account correspondence address? Yes ☐ No ☐

If you are a director or Share trustee on any of the accounts you are changing your address on, do you have significant control of that business entity with over 25% shareholding? Yes ☐ No ☐

Please note that where we are advised that your country of residence is no longer the UK, under our current policy we will have no option but to close your account(s). ISA accounts may remain open but no further subscriptions are allowed.

Tel mobile:  Tel home:

Email:

If you use Leek Online and change your email address you'll need to log into your account to change your email address there too. For security purposes, we're unable to do this for you.

## Details of the Business – please reconfirm the following information

What's the legal status of your business? (tick box):

Sole Trader ☐ Partnership ☐ Limited Company ☐ Limited Liability Partnership ☐ Registered Charity ☐

Name of Business:

Correspondence Address:


Registered Address (if different):


Website address:

Companies House Registration Number:

or

Charities Registration Number:

Year of Incorporation:

Nature and purpose of the business:

How many employees does the organisation have?

What was the turnover in the last 12 months?

£

What's the anticipated turnover for the next 12 months?

£

Do you qualify as a micro, small or medium sized enterprise (SME)?

Defined under government regulations for this purpose as enterprises with annual turnover of €50m equivalent or less

☐

Is this organisation resident for tax purposes only in the UK?

Yes

☐

No

☐

If No, please complete a separate tax residency self-certification form.

## Data Protection Legislation

The Data Controller is Leek United Building Society trading as Leek Building Society, whose principal office is 50 St. Edward Street, Leek, Staffordshire, ST13 5DL.

The information you're supplying will be held by the Society and used for market research purposes, developing goods and services, statistical and business analysis, customer servicing, fraud prevention, and administration. Your information may be passed to other companies within the Leek United group for the purposes stated above.

This information may be held during the life of the account and for administration reasons after the account has closed.

Under data protection legislation you're entitled to receive a copy of personal information held about you, have inaccurate data corrected, restrict the purposes for which your personal data is used and in certain circumstances the right to your data being erased. Further information regarding how we manage your data can be found within our Privacy Notice which can be found at [www.leekbs.co.uk/privacy](http://www.leekbs.co.uk/privacy) or alternatively can be requested from any of our branches or by writing to the address above.

If you'd like to obtain information held about you, please write to the address above.

### Supporting our Members

We recognise there are many reasons you might need to reach out for assistance. We consider each customer's individual circumstances and where a need is identified, strive to provide appropriate support.

If you'd like to notify us of any additional support you require, please tick the box and we'll be in touch. We can then make sure your needs are met in the most appropriate way.

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### Would you like to be kept up to date with our latest products and services?

We'd love to keep you informed about the products and services that are available to you as a member of Leek Building Society.

We'll never share your data with third parties to try to sell you something. You can decide if you want to receive these messages and how.

In order to receive these, please tick 'Yes' below along with one or more of the preferred methods of contact.

Customer 1:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Email	<input type="checkbox"/>	Post	<input type="checkbox"/>	Phone	<input type="checkbox"/>	SMS/Text Message	<input type="checkbox"/>
Customer 2:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Email	<input type="checkbox"/>	Post	<input type="checkbox"/>	Phone	<input type="checkbox"/>	SMS/Text Message	<input type="checkbox"/>
Customer 3:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Email	<input type="checkbox"/>	Post	<input type="checkbox"/>	Phone	<input type="checkbox"/>	SMS/Text Message	<input type="checkbox"/>
Customer 4:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Email	<input type="checkbox"/>	Post	<input type="checkbox"/>	Phone	<input type="checkbox"/>	SMS/Text Message	<input type="checkbox"/>

You're in control of your preferences and can change your mind at any time. You can change your preferences by writing to our Head Office, emailing us, visiting a branch, or updating the preferences yourself through 'Leek Online'. See our privacy policy, [www.leekbs.co.uk/privacy](http://www.leekbs.co.uk/privacy) for more information about how we use your information.

### Please sign here in all instances

Where accounts require multiple signatures, all parties are required to sign to amend the account correspondence address.

Account Holder 1 signature:	<input type="text"/>	Date:	<input type="text"/>
Account Holder 2 signature:	<input type="text"/>	Date:	<input type="text"/>
Account Holder 3 signature:	<input type="text"/>	Date:	<input type="text"/>
Account Holder 4 signature:	<input type="text"/>	Date:	<input type="text"/>

**OFFICE USE ONLY**1<sup>st</sup> check2<sup>nd</sup> check  
(SHCR/New CA)

Signatures checked by:

Check changes of address form against records to ensure that all accounts are listed that need to be changed. 2<sup>nd</sup> check - Query with CA if any are missing or any addresses changed which shouldn't be☐☐

Check customer living address correct - CUVL Contact Details

☐☐

Check customer correspondence address correct - CUVL Contact Details

☐☐

Check phone number and email address amended and in correct format – CUVL Contact Details

☐☐

Check account correspondence address correct – check each account using ACHE

☐☐

Has customer's email address changed? If they use Leek Online, were they informed they will need to log into their account to amend this separately?

☐☐

Have customer marketing preferences been updated?

☐☐

Are there any mortgage accounts? If so, has a copy of this form been sent to Mortgage Admin?

☐☐

Has Change of Address letter (ADDLTB) been issued confirming Change of Address?

☐☐

Have all business details been completed and reconfirmed against existing records?

☐☐

Is organisation resident only in the UK for tax purposes? If no, has an Entity self-certification form been completed?

☐☐2<sup>nd</sup> check – Ensure the Mortgage Account Correspondence address has not been amended by CA☐2<sup>nd</sup> check - Has the Signatures checked by box (above) been completed?☐

If there is a No Trace Hold Code on the account(s), has this been removed?

☐☐

(Where present, attach relevant copies of ID/EID and add details of documentation taken below)

**ID Provided (only required for removal of NO TRACE Hold Code)**

EID Reference:

Confirmation of ID:

**ID Type****Reference Number**

<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
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**Address changes:**

Performed by:

Date Completed:

2<sup>nd</sup> checked by:

Date Completed: