

SCOTTISH WIDOWS BANK

DETAILS AMENDMENT FORM

MORTGAGES

(including Offset Saver Account & Mortgage Reserve Account)

Send your completed form to: Scottish Widows Bank, Mortgage Customer Services, PO Box 12757, 67 Morrison Street, Edinburgh, EH3 8YJ. Telephone: 0345 845 8555

This form should be used to amend existing account details with us. If you need any assistance please contact our customer service team, lines are open 8am to 6pm Monday to Friday (Wednesday from 10am). Please note that a separate form must be used for each mortgage account you have with us. Additional forms are available to download from our website, www.scottishwidowsbank.co.uk or on request by telephone or by post.

Please complete all fields in this section, and update other sections as required.

Account Number

	First customer	Second customer
Name of Account Holder(s)	<input type="text"/>	<input type="text"/>

Nationality (List all if more than one)	First customer	Second customer
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Countries of tax residency (List all if more than one)	First customer	Second customer
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Town/city of birth	<input type="text"/>	<input type="text"/>
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Country of birth	<input type="text"/>	<input type="text"/>
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Tin	<input type="text"/>	<input type="text"/>
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By TIN, we mean your Taxpayer Identification Number or similar tax payer reference you hold for countries you are tax resident in.

Occupation	<input type="text"/>	<input type="text"/>
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Please ensure you sign overleaf before returning the form



CHANGE OF CODE WORD

Changes to codewords and personal details will apply to your Offset Saver Account, associated Scottish Widows Bank Mortgage and Mortgage Reserve Account (if applicable)

Do not complete this section if you don't want to change your existing code words.

If you can't remember your existing code word(s) please write 'unknown' in the Existing field.

First Primary School	Existing	<input type="text"/>	New	<input type="text"/>
Mother's Maiden Name	Existing	<input type="text"/>	New	<input type="text"/>
Personal Choice	Existing	<input type="text"/>	New	<input type="text"/>

Always take reasonable steps to keep the passwords and other security information secret at all times. This is essential to help prevent fraud and protect the accounts. Take care when storing or disposing of information about your accounts. You should take simple steps such as shredding printed material. It is essential that you tell us as soon as possible if you suspect or discover someone else knows your security information – call our customer service team on **0345 845 8555**.

CHANGE OF PERSONAL DETAILS (ADDRESS*)

From:		To:	
Address	<input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Daytime Tel. No.	<input type="text"/>	Daytime Tel. No.	<input type="text"/>
Evening Tel. No.	<input type="text"/>	Evening Tel. No.	<input type="text"/>

*If you are changing your address please provide the following details:

What is the current occupancy status of the mortgaged property?

Do you live in the mortgaged property at the moment? Yes No

If not, do you intend to let the mortgaged property? Yes No

You are reminded under the terms of your mortgage, you should not enter into an agreement to let the property without obtaining our written consent first.

If you do wish to apply for consent to let please complete and return the Consent to Let Application Form. This can be downloaded from our website, www.scottishwidowsbank.co.uk, or is available upon request from our customer service team on **0345 845 0829**.

If consent is granted you will be charged 0.5% of the total outstanding balance of the mortgage, including any further drawdowns, as at the 1st of the month in which consent to let is granted. Any consent granted will be for a maximum of 12 months.

Whilst your property is let you won't be able to re-negotiate your mortgage interest rate or borrow any additional funds.

After 12 months the property must revert to your main residence or you must contact us to discuss the options available to you.

CHANGE OF PERSONAL DETAILS (NAME*)

From:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	To:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Other	<input type="text"/>	Other	<input type="text"/>
First Name	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>

* Supporting documentation required:

- Certified copy of a marriage certificate or decree absolute**
- Confirmation of name change e.g. enrolled deed poll

** Copies must be certified by an official of another bank, an IFA or a solicitor and must include the full name, address and status or position of the certifier. The copy must be dated and state 'original seen' or similar. Applicants are not permitted to certify their own documents.

CHANGE OF BANK OR BUILDING SOCIETY ACCOUNT DETAILS

NB: Please enclose confirmation e.g. original bank statement, cancelled cheque or pre printed bank giro credit slip.

From:		To	
Sort Code	<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"/>	Sort Code	<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"/>
Bank/Society	<input type="text"/>	Bank/Society	<input type="text"/>
Branch	<input type="text"/>	Branch	<input type="text"/>
Account Names	<input type="text"/>	Account Names	<input type="text"/>
Account Number	<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"/>	Account Number	<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"/>

Do you want this change to apply to:

- Offset Saver Account
- Scottish Widows Bank Mortgage
- Mortgage Reserve Account

CHANGE OF OFFSET BENEFIT

Change my offset benefit to: reduced term reduced monthly payment
(please tick one box)

OTHER INSTRUCTIONS (MISCELLANEOUS)

DECLARATION

Please accept this authority to carry out the above amendments in accordance with our account instructions.

If changing name, please supply confirmation of both your old and new signatures below.

If not, please sign in the new/current signature box/boxes only.

NEW/CURRENT SIGNATURE

	First Customer:		Second Customer:
Signature	<input type="text"/>	Signature	<input type="text"/>
Date (DDMMYYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date (DDMMYYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

OLD SIGNATURE

	First Customer:		Second Customer:
Signature	<input type="text"/>	Signature	<input type="text"/>
Date (DDMMYYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date (DDMMYYYY)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Copies of our literature can be provided in large print or in Braille and additional assistance is available to any customer upon request.

If you have any special requirements please contact our customer service team on **0345 845 0829**.

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