



## Deposit Account Change of Authorised Signatories Form

Please complete this form if you wish to change an authorised signatories on the account.

Please note: this form is for signatory change purposes only. If you wish to make any other changes to your account, you will be required to complete a separate form. Please contact us for further details.

Name of Business	
Account Number	

Please list all authorised signatories below:

	Title	First Names	Surname	Date of Birth	Full Address and Postcode	Home Telephone Number
1						
2						
3						
4						

Please list below all signatories being **removed** from the account. The signatory being removed from the account must sign in the space provided to authorise their removal from the account.

### Signatory 1

First Name	
Surname	
Signature	

### Signatory 2

First Name	
Surname	
Signature	

### SUPPORTING DOCUMENTATION

- As we are a postal building society we are required to make an extra identification check. Therefore, please supply **one** of the following documents for each **new** authorised signatories
  - Certified copy of current passport
  - Certified copy of current photo-card UK driving license (full or provisional)

A black and white photocopy of the document should be certified by one of the following: lawyer, banker, authorised financial intermediary, FCA and PRA regulated mortgage broker, Chartered Accountant or Chartered Certified Accountant, teacher, doctor or post master/sub-post master. **The copy should be dated, signed and marked 'original seen'. In addition, the certifier should also state their full name, occupation, contact address and telephone number.** Please note that unless the certified copy complies with all of these requirements we will not be able to accept it as confirmation of your identity.

## KEEPING YOU INFORMED

Would you like to be kept up to date with our latest product and service news? Newsletters from Teachers Building Society contain features and articles relevant to people working in education, useful updates from the financial world and practical guides about buying, selling and improving your property. We will also inform you of our latest interest rates and any new products, services or competitions that may be of interest to you. We email a newsletter once a month, and we do not share your details with third parties.

Please tick the appropriate box if you do not want to receive these communications via this method:

Email  Telephone  SMS (Text)  Post

## DECLARATION

We declare:

Please tick **ONE** box only

- a) That the number of signatories required to operate the account is One  Two  Three  All   
**(If this is not completed, all signatories will be required.)**
- b) We will notify the Society in writing if there are any changes to the members/authorised signatories/authorised officers/trustees.
- c) We agree to be bound by the Rules of the Society and the Terms of the account. A copy of the Rules is available from Head Office.
- d) I/We reside in the UK for tax purposes and am a/are citizen/s **only** of the UK.
- e) The organisation is registered **only** in the UK for tax purposes.
- f) The Business duly appointed the new signatories below in accordance with the Business's constitutional documents.

**By signing this form, you are confirming that you have read and understood the section opposite entitled 'Your Information' and the terms and conditions of the account, and that you have received and read the enclosed Financial Services Compensation Scheme information sheet.**

1. Signed \_\_\_\_\_ Position Held \_\_\_\_\_ Date \_\_\_\_\_

2. Signed \_\_\_\_\_ Position Held \_\_\_\_\_ Date \_\_\_\_\_

3. Signed \_\_\_\_\_ Position Held \_\_\_\_\_ Date \_\_\_\_\_

4. Signed \_\_\_\_\_ Position Held \_\_\_\_\_ Date \_\_\_\_\_

### Your Information

- i) We may send your details to credit reference agencies and/or fraud prevention agencies who will supply us with information for the purpose of verifying your identity, including information from the Electoral Register. We reserve the right to carry out any further checks of your identity and address should we need to do so in order to comply with our legal and regulatory obligations. The credit reference agencies will record details of the search whether or not this application proceeds. The searches will not be seen or used by lenders to assess your ability to obtain credit. Credit searches and other information which is provided to us and/or the credit reference agencies or fraud prevention agencies, about you and those with whom you are linked financially may be used by the Teachers Building Society and other companies if you, or other members of your household, apply for other facilities, including insurance applications and claims. This information may also be used for debt tracing and the prevention and detection of fraud or money laundering as well as the management of your account. Alternatively, we may ask you to provide physical forms of identification.
- ii) If you give us false or inaccurate information and we suspect fraud, we will record this and may also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. We, and other companies, may use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment.
- iii) a) The information provided by you and any other information held by the Society, may be exchanged and disclosed within the Society, its subsidiary companies, any life assurance or general insurance partner of the Society and authorised agents to enable a review to take place of your total relationship with the Teachers Building Society.
- b) Your customer data may be used by the Society for administration of your account(s), improving customer service, and to promote products for other companies with whom it has a business partnership. If you wish to receive this promotional information please tick the box(es) opposite, under 'Keeping You Informed'.
- iv) Under the Data Protection Act you are entitled to know what information we hold about you and to ask for any inaccurate details to be amended. A fee is payable to see the information. You also have the right of access to your personal records held by credit and fraud agencies. We will supply their names and addresses to you upon request to FREEPOST, Teachers Building Society, Allenvie House, Hanham Road, Wimborne, BH21 1AG.

### Notes

Where more than one of you is signing this form, paragraph 1 and (if applicable) paragraphs 2 to 6 above, apply to each of you separately.

If the Society no longer exists following a merger with another building society, paragraphs 2 to 6 above, will still apply between you and the other society.