

Change of Address
Personal Customers

Guidance Notes

Select this if you have already moved



Change of Address Personal Customers

Please complete this form in BLOCK CAPITALS and in black ink

1. Account details

Account name	<input type="text"/>	Account number	<input type="text"/>
Account holding branch	<input type="text"/>	Sort code	<input type="text"/>

Please provide the details of your main account

2. New address details

This amendment is to take effect immediately OR With effect from (DDMMYY)

Please amend the address for: All my/our accounts OR Just the following accounts (listed below)

Sterling Accounts

Account number	Sort code	Account number	Sort code	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Currency Accounts

Account number	Sort code	Account number	Sort code	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Credit/currency charge card number(s)

Do you have a mortgage with us? If so, Mortgage numbers

Are there any Credit/Currency Charge card or Mortgage accounts that require amending?

Correspondence Address (This is where your mail will be sent)

Mailing name	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4 OR overseas country	<input type="text"/>

Please complete in ALL circumstances

Post code Is the property a flat? Yes No

Please confirm if you are: A homeowner Renting Living with parents Other

Country of Residence

Residential Address – is the above address also where you live? Yes No

If 'No', please insert your residential address below

Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4 OR overseas country	<input type="text"/>
Post code	<input type="text"/> <input type="text"/>

Only complete this section if your residential address (where you live) differs from where your mail is posted (see above)

Guidance Notes – continued

3. Contact details

Home telephone number

Work telephone number

Mobile telephone number

Email address

4. Confirmation

Customer signature(s)

<input type="text"/>	<input type="text"/>
Name (in full) <input type="text"/>	Name (in full) <input type="text"/>
Date (DDMMYY) <input type="text"/>	Date (DDMMYY) <input type="text"/>

For Joint Account Customers

Most joint account customers have told us to accept instructions signed by any one party, in which case only 1 signature is needed here.

If this instruction also covers sole accounts then each customer must sign the form.

Once you have completed the form

- Please post it to your local branch.
- If you would prefer to take this form into the branch, please take appropriate identification.

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2. New address details

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Currency Accounts

Account number	Sort code	Account number	Sort code	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Credit/currency charge card number(s)

Do you have a mortgage with us? If so, Mortgage numbers

Correspondence Address (This is where your mail will be sent)

Mailing name

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Post code Is the property a flat? Yes No

Please confirm if you are: A homeowner Renting Living with parents Other

Country of Residence

Residential Address – is the above address also where you live? Yes No

If 'No', please insert your residential address below

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Post code

3. Contact details

Home telephone number

Work telephone number

Mobile telephone number

Email address

4. Confirmation

Customer signature(s)

Name (in full)

Name (in full)

Date (DDMMYY)

Date (DDMMYY)

For Branch or Relationship Manager use only

In all circumstances please complete the form in full and send on to Account Amendments - fax number 01534 751839.

**Where the customer has NatWest credit cards, a photocopy of this form will be sent to:
Customer Contact Centre, 2nd Floor, Credit Card Centre, Southend-on-Sea, Depot code 028.**

**Where the customer has a Mortgage, a photocopy of this form will be sent to:
Mortgage Processing Unit, PO box 13, Douglas, Isle of Man IM99 1AN, Depot code 5.**

Is the customer relationship managed?

Yes

No

I confirm the customer has been identified and the signature matches ISV.

OR

I confirm the customer has been identified. ISV is incomplete. Form IOM50077, Request to apply Customer Signature(s) to Bank Records, has been completed and is attached.

Staff signature

Staff name & ISV printed

Location

Contact number

Branch Stamp

FAILURE TO PROVIDE ALL INFORMATION WILL RESULT IN DELAYS/REQUEST NOT BEING ACTIONED AND RETURNED TO THE STAFF MEMBER WHO HAS SENT THE INSTRUCTION.

In accordance with our published SLA your instruction will be processed within two working days of receipt by the Account Amendments team.