

Changes to address – Business, Club or Society Customers



1 Your current account details

Please write clearly in the white spaces with capital letters, answering all of the **Yes/No** questions.

If you wish to also change your personal banking address details, please complete a 'Changes to address - Personal Customer' form, contact telephone banking or visit your local branch.

Business name

Sort code

Account number

Existing business correspondence address

Postcode

Do you hold a business credit card?

Yes

No

Do you hold a business loan?

Do you hold any other business products?

2 Your new address details

New address details

Postcode

Is this to be the main business correspondence address?
(For statements and all routine account correspondence)

Yes

No

Is this to be the business/trading address?

Is this the registered address of the business? (if applicable)

Is this your or a key account party's residential address?

Name of key account party (if applicable)

Is this your accountant's details?

Yes

No

Is this your solicitor's details?

New business landline and area dialling code (if applicable)

Date these changes are effective from

Additional new address details (if applicable)

Postcode

Is this to be the main business correspondence address?
(For statements and all routine account correspondence)

Yes

No

Is this to be the business/trading address?

Is this the registered address of the business? (if applicable)

Is this your or a key account party's residential address?

Name of key account party (if applicable)

Is this your accountant's details?

Yes

No

Is this your solicitor's details?

New business landline and area dialling code (if applicable)

Date these changes are effective from

3 Your confirmation

Please present this form at any **TSB branch** or post to:

TSB Bank plc, Box 1, BX4 7SB.

I confirm that the information given is correct.

Your signature

Date

Please print name

Please note to change the main correspondence or business/trading address, all signatories with full power to operate your business account(s) must sign:

Additional signature(s) if required by your signing instructions held with the bank

Date

Please print name/s

For branch use only

Staff member's name (in capitals)

Staff member file number

Business signing rules confirmed?*

Yes

No

All applicable signatures captured?*

Yes

No

*If no please phone BBC for assistance.

When completed, please stamp below and send to MPC on the day of receipt.

(Branch stamp with today's date)

