

ADDITION OF ACCOUNT HOLDER FORM

Use this form to add an account holder to an existing Paragon savings account, please complete this form in BLOCK CAPITALS.

Post your form to: **FREEPOST: RTEX-LLUT-KKKE, Paragon, PO Box 850, Wallsend NE28 5BJ.**

Or to get it to us quicker, you can email your form to: **IdentificationDocuments@online.paragonbank.co.uk.** If you choose to email it to us, please ensure you send images of the whole form and include all pages.

Identity validation

We may need to contact you and request additional information to validate your identity or address, please keep the Identity documents section of this form for reference.

Nominated bank account

For both account holders to be able to transact with this account the nominated bank account linked must be in both account holders' names. To change the nominated bank account and allow both account holders to transact with the savings account please also complete the nominated bank account section of this form. If your nominated bank account is already in joint names with the person you wish to add to your Paragon account, you will also need to complete the new nominated bank account section, confirming both names as they appear on the account.

Existing account holder's details	
Username (Postal account holders only)	
Account number	Account name

Additional account holder's details		
Title	First name(s)	Surname
Mother's maiden name		
Date of birth	Nationality	
Address		
Home telephone number	Work telephone number	
Mobile telephone number	Email address	
Is the additional account holder an existing Paragon customer?		
<input type="checkbox"/> Yes - please enter the existing account number below <input type="checkbox"/> No - please sign the Account Holder's Declaration		
Additional account holder's Paragon account number		
Is the UK your only country of residence for tax purposes?		
<input type="checkbox"/> Yes <input type="checkbox"/> No - please provide Tax ID and Country of Citizenship below		
Tax ID Number	Country of Citizenship	

Nominated bank account

To allow both account holders to deposit and withdraw money, your nominated bank account must be held in both names. If you change your nominated bank account, the new details will be applied to any other savings accounts or ISAs you may hold with us. If your nominated bank account is already in joint names with the person you wish to add to your Paragon account, you will also need to complete the new nominated account section below, confirming both names as they appear on the account.

To confirm that the nominated bank account is in your name(s) please also send us either a bank statement (original/printed) or a letter from your bank to **FREEPOST: RTEX-LLUT-KKKE, Paragon, PO Box 850, Wallsend NE28 5BJ**. All statements and letters need to be dated within the last three months, confirming the sort code, account number and residential address of the account holders. Please tell us if you'd like these returned to you. Alternatively, you can email images to **IdentificationDocuments@online.paragonbank.co.uk**. If you choose to email them to us, please ensure you send images of the whole page and include all pages of the document.

Important information when changing your nominated bank account:

- Please do not make any further changes until your new nominated bank account details have been set up
- It can take up to six working days for your details to be set up
- You can continue to transact using your current nominated bank account details providing any transactions are processed before your new nominated bank account details are updated. Any pending transactions not processed will be rejected and will need to be reapplied to your new nominated bank account
- If any of your Paragon savings accounts are set up to pay interest to your nominated bank account, these will pay into your new nominated bank account after this change is processed

Previous nominated bank account	
Bank name	
Account number	Sort code
New nominated bank account	
Bank account holders full name(s)	
Bank name	
Account number	Sort code

Important - Please read

Your data - our promise

Paragon knows that your personal data belongs to you and not us. That's why when you, or a third party, share your personal data with us we make sure that we keep it private and safe.

We use your personal data to decide whether you're eligible for a Paragon product, to administer your account and for a variety of other reasons but sometimes it may lead to us refusing to provide, or continuing to provide, you with a product or service.

We also share your information with a number of third parties and this may involve transferring your personal information outside of the UK and European Economic Area (EEA). When we do this, we'll ensure it has an appropriate level of protection and that the transfer is lawful. We may need to transfer your information in this way to carry out our contract with you, to fulfil a legal obligation, to protect the public interest and/or for our legitimate interests.

You have a right to know how we, and the fraud prevention agencies will use your information. The personal information we collect from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details on your data protection rights as well as how your information will be used by us and the fraud prevention agencies can be found on www.paragonbank.co.uk/data-protection or by contacting us.

We will only keep your personal data for as long as we need it and you have a right to ask for a copy of the personal data we hold about you.

If the personal data we hold is incorrect you have a right to ask for it to be corrected and, if you believe that we no longer have a reason to keep your personal data, you have a right to ask for it to be deleted.

Consent to marketing

Paragon may use the information we hold about you to inform you of Savings products and services which we believe will be of interest to you. We would like to send you information about our own products and services, by post, email, telephone and SMS. By ticking any of the boxes below, you are confirming that you are happy to receive marketing material. If this is information you would like, please tick the relevant boxes to indicate how you would like to receive this.

Post Email Telephone SMS

You can withdraw consent at any time by logging into your account and changing your consent to marketing or by writing to us at: **FREEPOST: RTEX-LLUT-KKKE, PO BOX 850, WALLSEND NE28 5BJ.**

For more information on what we do with your personal data, why we do it and what rights you have over that data, including how to make a complaint to the Information Commissioner's Office (ICO), visit our website. Before signing below, please read the General Terms and Conditions, the Product Terms and Conditions and the Financial Services Compensation Scheme (FSCS) information sheet. These are available on our website. If you need more information, please call our team on 0800 052 2222.

We agree to the General Terms and Conditions and the Product Terms and Conditions

Please sign and agree here. To authorise the new account holder, we must have signed agreement from both the first account holder and the additional account holder.

First account holder
signature

Date

Additional account
holder signature

Date

Identity documents

Important information

- Documents must show your full first name and surname (we will accept initials for documents from list B)
- Documents that contain your address from list A and B must match the residential address given in your application
- You cannot use the same document for proof of identity and address
- Documents must be the most recent available (details are provided in the tables)

List A - Identity		<i>Send documents from this list if you have been asked to verify your identity</i>
Driving licence	Full or Provisional UK driving licence Must be current photocard OR full old-style paper licence	
Passport*	A copy of the full personal details page which includes both the image and signature. Passport must be in date, valid and signed.	
National identity card*	For EU nationals	

*If you are sending a Non-UK Passport or EU National Identity card, please also send certified evidence of your indefinite leave to remain. Certified copies of indefinite leave to remain, must be sent via post. (Please see page 5 for certification requirements).

If you are unable to send us documents from List A, please speak to our UK based team on **0800 052 2222**.

List B - Address		<i>Send documents from this list if you have been asked to verify your address</i>
Driving licence	Full or Provisional UK driving licence Must be current photocard OR full old-style paper licence Not acceptable as proof of address if already used for identity	
Confirmation of entitlement to state or local authority benefits (including pension, tax credit, child benefit, housing benefit, educational grants, winter fuel bill)	Must be dated within the last 6 months	
HMRC tax notifications valid for the current tax year or previous tax year	Must be dated within the last 12 months. A P45 or P60 is not acceptable	
UK bank or credit card statement	Must be dated within 3 months. Online statements are accepted, but ATM produced statements are not. Must confirm your sort code, account number and residential address.	
Recent mortgage statement from a recognised lender	Must be dated within the last 12 months	
Utility, landline telephone or internet bill	Must be dated within the last 3 months	
Local Authority council tax demand valid for the current year	Must be dated within the last 12 months	
Letter from College or University	Must be dated within the last 12 months - only acceptable for current students	

Sending your documents

Post copies of, or your original documents to: **FREEPOST: RTEX-LLUT-KKKE, Paragon, PO Box 850, Wallsend NE28 5BJ**. If you choose to post original documents please use registered post. We'll return all original documents we receive.

Or to get them to us quicker, you can email your documents to: **IdentificationDocuments@online.paragonbank.co.uk**. If you choose to email them to us, please ensure you send images of the whole page and include all pages of the document.

FOR NON-UK PASSPORT and National Identity Card ONLY

Certifying your indefinite leave to remain documents

If you are sending a Non-UK Passport or a National Identity Card, please also send certified evidence of your indefinite leave to remain. Several professional persons and organisations can certify your documents, they must be certified within one month of us receiving them. Every page must be certified. The first page should include the name, profession, address and telephone number of the certifier, we may need to contact them. They should sign, date and include the declaration "I certify this is a true copy of the original" on the copy of your document.

Who can certify your indefinite leave to remain documents?

- Accountant
- Bank/Building Society official
- Barrister
- Commissioner for oaths
- Dentist
- Doctor
- Financial services intermediary, eg a stockbroker or insurance broker
- Justice of the Peace
- Lecturer
- Member of Parliament
- Minister of a recognised religion
- Notary
- Optician
- Paralegal – certified Paralegal, qualified Paralegal or an associate member of the Institute of Paralegals
- Police officer
- Post Office document checking service
- Solicitor
- Surveyor
- Teacher

Your documents must be certified by an impartial third party, we can't accept documents that have been certified by spouse or relative.

Sending your indefinite leave to remain documents

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Or to get them to us quicker, you can email your certified copies to: **IdentificationDocuments@online.paragonbank.co.uk**. If you choose to email them to us, please ensure you send images of the whole page and include all pages of the document.

We reserve the right to request certified copies of documents in some instances.

PARAGON (FREEPOST) RTEX-LLUT-KKKE, PO BOX 850, WALLSEND NE28 5BJ

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 savings@online.paragonbank.co.uk

 www.paragonbank.co.uk

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We recommend you print and keep this information for your personal records or to refer to in the future.