

CHANGE OF DETAILS FORM

Use this form to inform us of any changes to your personal details.

FOR JOINT ACCOUNT HOLDERS - Please complete one form per person

Please complete this form in BLOCK CAPITALS and return to us at: **RTEX-LLUT-KKKE, Paragon, PO Box 850, Wallsend NE28 5BJ**

(Please note that this is a Freepost address and there is no need to use a stamp)

Account details	
Account number	Username

Account holder details	
Title	Full name

Details to be updated			Please tick details that you are updating
<input type="checkbox"/> Change email address	<input type="checkbox"/> Change telephone number	<input type="checkbox"/> Change address	<input type="checkbox"/> Change name

Change email address
New email address

Change telephone number
New telephone number

Change address
I request that Paragon change my address
Previous address
Postcode
New address
Postcode

Change name		
<i>Please provide official documentary proof to support the change of name</i>		
Previous name		
Title	First name(s)	Surname
New name		
Title	First name(s)	Surname
Please sign this form in both your old and new signature:		
Previous signature		New signature

Official documentary proof to support the change of name

Accepted documents

- Marriage certificate
- Civil partnership certificate
- Gender recognition certificate
- Enrolled deed poll
- Change of name deed
- Certificate of naturalisation or registration
- Statutory declaration or affidavit
- Certificate from the Court of the Lord Lyon of Scotland

Documents you send to us need to be original or certified copies. However, we recommend that you send certified copies. A number of professional persons and organisations can certify your documents such as the post office or a professional such as a solicitor or an accountant. Every page of each document must be certified and the first page should also include the name, address and telephone number for the person certifying the document. We may need to contact them. The certifier should also include the words "I certify this is a true copy of the original" when they date and sign the copy.

If you're providing certified documents, please make sure the certifier has specified the date they signed the copy. This needs to be within 1 month of you providing the documents to us, with the exception of the Power of Attorney document.

If sending originals of important documents such as passports, licences and identity documents, please use registered post. We'll return all original documents we receive.

Who can certify your documents

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

Important - Please read before submitting your application

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 continue 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 <input type="checkbox"/>	Email <input type="checkbox"/>	Telephone <input type="checkbox"/>	SMS <input type="checkbox"/>

You can withdraw consent at any time by logging into your account and changing your consent to marketing or by writing to us (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.

Authorisation	
We will write to you to confirm receipt of these instructions.	
Account holder (print name)	
Sign	Date

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

1227-4 (08/2019)

 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.