

# Account holder / signatory change form



**West Brom**  
Building Society

Please complete all sections in **BLOCK CAPITALS** using black ink and post it to: **FREEPOST THE WEST BROM**

Royal Mail delivers Freepost as second class mail. Please write the address exactly as above, in capitals and on one line. You don't need to use a stamp – just pop it in the post.

I want to (tick one box below):

A) add a new account holder  B) remove an existing account holder  C) remove a signatory from an account

**Account number(s):**

Account number:

Account number:

Account number:

Account number:

Account number:

Account number:

Name(s) of existing account holder(s):

First account holder:

Second account holder:

## New details

**Details of account holder to be added / removed or details of signatory to be removed**

Title (e.g. Mr/Mrs/Ms):

Surname:

Forename(s):

Date of Birth (DD/MM/YYYY):

Address:

Postcode:

Nationality:

Email:

Mobile number:

Reason for adding / removing the account holder or removing the signatory:

Signature of the person(s) who'll be operating the account:

**Additional information for new account holders only**

Occupation:

Estimated annual income:

**Account operation**

If this is a joint account who should approve transactions?

Both account holders  Either account holder

**Children's account - removing a signatory:**

Complete this section if you're removing a signatory from a children's account.

I/We request that  now operate their own account.

**Tax residency - what we need from you**

This section should be completed if a new account holder is being added. Please answer all the questions - missing information may delay your application.

1. Are you resident for tax purposes in only the UK? Yes  If YES (go to point 3) No  If NO (go to point 2 and 3)

2. Please tell us the name of every country where you're resident for tax purposes (other than the UK) and your tax identification number:

Country: (1)  Tax Identification Number: (1)

Country: (2)  Tax Identification Number: (2)

Country: (3)  Tax Identification Number: (3)

If you don't have a Tax Identification Number, please give the reason why. Confirm either A, B, or C in the relevant box above.

A - The country where you pay tax doesn't issue Tax Identification Numbers to it's residents.

B - You can't get a Tax Identification Number or equivalent number. Please explain why in the box below.

C - A Tax Identification Number isn't required. Only select this reason if the tax authorities in your country of residence entered above don't require a Tax Identification Number.

(1)

(2)

(3)

3. USA citizens are always treated as tax residents of the USA, no matter where they live.

Are you a citizen of the United States of America (USA)? Yes  No

If YES, please provide your USA tax identification number:

If you're a tax resident in another country (outside the UK), and the UK has agreed to share information with that country, we're required to pass relevant information about your account to HM Revenue & Customs (HMRC). HMRC will then share this with the relevant tax authority.

We don't give tax advice. If you're unsure about any part of this section, please speak to your tax adviser or local tax authority. You can also find more information from HMRC or the Organisation for Economic Co operation and Development (OECD).

## How we use your personal information

In order to process your application and manage your account, any information provided by you may be held by West Bromwich Building Society (as Data Controller) in our records and may be shared within West Bromwich Building Society Group of companies, as well as with Fraud Prevention Agencies. For further information about how we will use your personal information and your rights under Data Protection legislation, please read the Privacy Notice that has been provided to you which is also available at [www.westbrom.co.uk/privacy-notice](http://www.westbrom.co.uk/privacy-notice).

If you have any questions about the information provided, please write to the Data Protection Officer at West Bromwich Building Society, 2 Providence Place, West Bromwich B70 8AF.

## Marketing consent

The Society would occasionally like to keep you up to date with details of products and services by email, telephone or post. The Society will not sell your details to any company for their own use, but may pass on your details to i) its subsidiary companies and ii) mailing houses (who enable us to send our direct marketing communications to you).

If you have been added to the account as an account holder or signatory and would like to receive direct marketing communications, please tick the box.

You may withdraw your consent or change your preferences at any time by writing to: Data Protection Officer, West Bromwich Building Society, 2 Providence Place, West Bromwich B70 8AF. Alternatively, you can speak to our Customer Service team on **0345 241 3785**. For opening hours check our website at [www.westbrom.co.uk/customer-support/contact-us](http://www.westbrom.co.uk/customer-support/contact-us)

Please note that these instructions will supersede any existing consents currently held by the Society. These will also continue as your current marketing preferences unless you contact us and tell us otherwise.

Please read: The product leaflet; the Society's General Terms and Conditions; the Specific Terms and Conditions; and this application form to which your account will be subject. For your own benefit and protection you should read the above carefully before signing this application form. All of the above are available at any of our branches and you can also find them on our website at [www.westbrom.co.uk](http://www.westbrom.co.uk). If you do not understand any point please ask for further information prior to signing.

## Declaration\*

I/We declare that the sum shown is being invested in West Bromwich Building Society by me/us as sole/joint beneficial owners and any money invested does not belong to a company or other corporate body. I/We agree that we will become member(s) of the Society and be bound by the rules of the Society. (You can get a copy of our rules at any of our branches and you can also find them on our website at [www.westbrom.co.uk](http://www.westbrom.co.uk)). I/We have read the terms and conditions of the account in which I/we wish to invest which are set out in the product leaflet, General Terms and Conditions leaflet, and this application form. I/We understand that the terms and conditions relating to this account set out in the product leaflet and the General Terms and Conditions and the terms of this declaration apply to my/our investment and the subsequent conduct of the account. I/We agree (in the case of a joint account) to the order in which the accountholders' names will appear in the Society's records. I/We understand that this is important since only the first accountholder has voting and other rights as 'representative joint holder' under the Society's rules, and it may also affect who (i.e. one of us or charity) would receive any windfall benefits. I/We understand that the information supplied by me/us is covered by the full provisions of the terms and conditions governing the accountholder's relationship with the West Brom setting out how the West Brom may use and share the information supplied by me. We may need to verify your identity; our ID requirements can be found in our ID leaflet. I/We acknowledge that the information contained in this form and information regarding the accountholder and any Reportable Account(s) may be provided to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the accountholder may be tax resident pursuant to intergovernmental agreements to exchange financial account information. I/We declare that all statements made in this declaration are, to the best of my/our knowledge and belief, correct and complete. I/We undertake to advise the West Brom within 14 days of any change in circumstances which affects the tax residency status of the individual identified in this form or causes the information contained herein to become incorrect, and to provide the West Brom with a suitably updated self-certification and Declaration within up to 14 days of such change in circumstances.

I/We have read the section entitled Marketing Consent and by signing this form I/we consent to the uses and disclosures of information listed.

## Additional declaration for charitable assignments\*

Please read the section entitled 'Charitable Assignment' within the Society's General Terms and Conditions, to which your account will be subject. For your own benefit and protection you should read this section carefully before signing this application form. The Society's General Terms and Conditions are available at any of our branches and you can also find them on our website at [www.westbrom.co.uk](http://www.westbrom.co.uk)

**\*Declaration applies where you are adding a new account holder only.**

Please read the **How we use your personal information, Marketing Consent, Declaration and Additional Declaration for Charitable Assignment** sections above before signing this form.

## Signatures

All account holders/signatories to sign. I/We agree to the revised account details on this form:

You must tick here to confirm that you have received the Customer Information Sheet containing details of the enhanced Depositor Protection Scheme.

First account holder/signatory

First account holders/signatory signature (Delete as appropriate):

Date (DD/MM/YYYY):

Second account holder/signatory

Second account holders/signatory signature (Delete as appropriate):

Date:

## For office use only

A/C amended by (Name & Staff no.):