

# Change of Address Form

To change your residential or correspondence address please complete this form and return it to us at the below address.



To confirm your new address please supply us with either an **Original\*** or **Certified\*\*** photocopy of a bank/ credit card statement or utility bill showing your new address. Alternatively, if you are unable to provide statements or utility bills, a letter from your employer on their headed paper confirming your address will be sufficient. The address verification must detail all account holders and must be no more than three months old. If you are unable to provide any of the above, please call us to discuss acceptable alternatives.

\*Originals will be returned to you.

\*\*Photocopies must be certified and stamped to be a true copy of the original by a professional person. E.g. Your bank manager, senior civil servant or accountant. All documents must be in English.

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## Account Details

Account Holder(s):

Account Number:  
(if known)

Account Type:

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## New Address Details

New Address:

The above address should replace my / our: Residential Address                      Correspondence Address

With effect from:    Tax Identification Number (TIN):

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## Contact Details

Please provide your new telephone numbers below:

Daytime:

Evening:

Mobile:

Email:

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## Signature(s)

Authorised Signature

Authorised Signature

Full Name

Full Name

Date

Date

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Telephone: +44 (0) 1481 722756 Post: P.O. Box 380, St Peter Port, GY1 3FY

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