

## Adding or removing a party from a Trust Account

Please complete this form if you are adding or removing someone from an existing HBS Trust Account. We may require identification for individuals being added to the account. Please see our ID requirements document for further details (this can be found in the savings section on our website or you can ask a member of staff for an ID requirements booklet).

Please use additional forms if there are more than two people being added or if you wish you add or remove a party from another HBS account.

Trustees or beneficiaries being **added** to the account. Please complete ALL fields. Please note that any changes to trustees or beneficiaries will require a supporting Trust Deed, Deed of Retirement or Deed of Variation.

Trustees will have full access to this account, on behalf of the Trust. In order to comply with our regulatory obligations we will conduct electronic checks and may require documents to verify the identity and residential address of authorised users, owners and officials. If you are providing us with third parties' information, you must confirm that you have made them aware of this application and the checks which will be undertaken. Further information on how we process personal data is detailed within our Privacy notice.

### Account details

Name of Account

Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Individuals being **removed** from the account

Individuals being **removed** from the account

Full Name

Full Name

### Trustee

Title:  Mr  Mrs  Miss  Mx  Other

First name:

Middle name(s):

Surname:

DOB:

Permanent UK resident:  Yes  No

Nationality:

Dual nationality: (if applicable)

Dual tax residency: (if applicable)

Dual residency tax number: (if applicable)

Email address:

Current home address:

Date moved to current address:

If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode:

Trustees being **added** to the account. Please complete ALL fields.

## Trustee

Title:  Mr  Mrs  Miss  Mx  Other

First name:

Middle name(s):

Surname:

DOB:

Permanent UK resident:  Yes  No

Nationality:

Dual nationality: (if applicable)

Dual tax residency: (if applicable)

Dual residency tax number: (if applicable)

Email address:

Current home address:

Date moved to current address:

If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode:

## Beneficiary

Title:  Mr  Mrs  Miss  Mx  Other

First name:

Middle name(s):

Surname:

DOB:

Permanent UK resident:  Yes  No

Nationality:

Dual nationality: (if applicable)

Dual residency tax number: (if applicable)

Dual residency tax number: (if applicable)

Email address:

Current home address:

Date moved to current address:

If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode

## Beneficiary

Title:  Mr  Mrs  Miss  Mx  Other

First name:

Middle name(s):

Surname:

DOB:

Permanent UK resident:  Yes  No

Nationality:

Dual nationality: (if applicable)

Dual residency tax number: (if applicable)

Dual residency tax number: (if applicable)

Email address:

Current home address:

Date moved to current address:

If you have been at your current address for less than one year, please provide details of your previous home address in full including postcode

**IMPORTANT: PLEASE READ AND SIGN THE DECLARATION BELOW**

**IMPORTANT DECLARATION**

By submitting this form I/we declare that:

1. All information supplied is true and accurate to the best of my knowledge.
2. I have permission and authority to make amends to this account on behalf of the Trust, Trustees and Beneficiaries users and they are aware that their information has been shared with Harpenden Building Society for this purpose.
3. I understand that to comply with its legal and regulatory obligations the information supplied on this form will be verified. Harpenden Building Society uses third parties to verify the information, one being SmartSearch which will leave a non-credit footprint on the applicable record. A record of the output will be supplied to Harpenden Building Society and retained.
4. As detailed in the relevant account terms and conditions, I understand how the information I have provided will be processed, my rights and how to contact the Data Protection Officer.
5. I/We agree to the specific terms and conditions of the account, the General Terms & Conditions for Business Deposit Accounts and to be bound by the rules of the Society (a copy of which is available on the website and/or can be posted to you upon request).

Tick to confirm you have read and accept the above declaration statements which constitute our agreement.

On behalf of the Trust, Trustees and Beneficiaries - This must be signed by a **Trustee or Beneficiary**.

Name:.....

Signature:..... Date:.....

You are confirming the receipt of the Financial Services Compensation Scheme Information Sheet and Exclusions.

**PRIVACY NOTICE**

- Data Protection regulations require Harpenden Building Society (the Society) to inform customers about how their personal data will be processed.
- Personal data includes customer's name, addresses, financial information and other personal information needed for opening an account.
- The Society will restrict its processing of your personal data to the minimum required to open and manage your account, update you on your account status and inform you of any new savings products. Your personal information will also be processed to comply with the Society's legal and regulatory obligations and to ensure that we continue to operate the Society in a way to safeguard your investment.
- The Society will not send you marketing material on any other services and will not share your personal details with any other organisation for marketing purposes, without your consent.
- Your personal details will be stored securely by the Society and its specialist suppliers, in countries that have equivalent data protection rules, and will only be used to communicate with you whilst you have an account with the Society.
- Further information on how the Society handles your personal data is available under the 'Privacy' menu option on our website.
- You are entitled to request the Society to restrict its use of your personal data. If you have any questions about how we manage your personal data, or wish to make a complaint, please contact the Data Protection Officer in the first instance on: [privacy@harpendenbs.co.uk](mailto:privacy@harpendenbs.co.uk).
- If you are not satisfied with the handling of your complaint by the Society, you can also make a complaint to the Information Commissioner's Office on: [ico.org.uk](http://ico.org.uk).

**NEXT STEPS**

- Send your completed form to us by post at: Harpenden Building Society, Mardall House, 9-11 Vaughan Road, Harpenden AL5 4HU OR by email to [specialistaccounts@harpendenbs.co.uk](mailto:specialistaccounts@harpendenbs.co.uk)
- Or you can leave your completed form with any members of our Team in any of our branches.
- We will contact you (and any other authorised users) within two business days on receipt of your form.
- If you need any support completing this form please contact the team on 01582 765411 Monday-Friday 9am-5pm, excluding bank holidays.
- Further information can be found on our website at [www.harpendenbs.co.uk](http://www.harpendenbs.co.uk).

Leave us a review with Smart Money People

Visit [harpendenbs.co.uk/your-feedback](http://harpendenbs.co.uk/your-feedback)



View our Trust Savings FAQs

Visit [harpendenbs.co.uk/trust-savings-faqs](http://harpendenbs.co.uk/trust-savings-faqs)



Useful Documents to help manage your trust account

Visit [harpendenbs.co.uk/trust-savings-usefuldocs](http://harpendenbs.co.uk/trust-savings-usefuldocs)



**FOR OFFICE USE ONLY**

**BRANCH:**

CIN (1)

CIN (2)

ID (1)

ID (1)

ID (2)

ID (2)

Date opened:

Initials:

Date checked:

Initials: