



This form can be used to notify the Pensions and Investments Team of a change of bank details (pensioner members), address, name or partnership status.

How to complete this form

In all cases, begin by completing section 1 to confirm your personal details and the change you are informing us about. You can use this form to tell us about more than one change. You do not need a separate form. You then only need to complete the section(s) for the change(s) you want to tell us about. Once you have fully completed the correct section(s) move to section 6 'the declaration'. It's very important that you complete this form correctly and you don't forget to sign and date it. We won't be able to make the change you have requested if the form has not been completed correctly.

This form can be completed electronically if you download the form and open it in a PDF reading programme, such as Adobe Reader, instead of in your internet browser. If you are completing this form electronically, please ensure your font size does not fall below 12pt and that you do not print your signature. To sign the form in Adobe reader, you will need to create a digital ID.

Accompanying documents

If you are informing us about a change of name or partnership status, you will need to provide copies of accompany documents for security purposes (e.g. marriage certificate, birth certificate). This form explains what documents we require for each circumstance. Where possible, please send copies rather than the original.

Updating your record

To change your address or bank details, you can inform us up to 30 days in advance of the change. If you are informing us of a change in advance, please ensure you tell us in the appropriate box when we can start using your new details. In all other cases, we will make the change to your record as soon as possible. Once we receive this form, it can take up to 10 working days to update your record. Please allow for this time when you make the request.

My pension online

You can change your address or contact details without needing to complete this form by registering for my pension online. You can also use my pension online to check if a change you have requested has been updated. Register or login at: <https://ms.buckinghamshire.gov.uk/>

Please return your form, and any supporting documents to pensions@buckinghamshire.gov.uk or Pensions & Investments Team, Buckinghamshire Council, Walton Street Offices, Aylesbury, HP20 1UD

Section 1 - Complete in all circumstances

Full name - If you are telling us about a name change, enter the name we currently hold on your record

Date of birth

National insurance number

Address – If you are telling us about an address change, enter the address we currently hold on your record

Email address

What change(s) are you telling us about? (Tick all that apply)

- Bank details – complete section 2
- Address- complete section 3
- Name- complete section 4
- Partnership status- complete section 5

Section 2 - Change of bank details

Enter your new bank details in the box below. We can pay your pension to any account where you are the named account holder or, in the case of a joint bank account, one of the named account holders. If you wish to have your pension paid overseas via Western Union, please contact us to arrange this for you.

What is the earliest date we can start paying your pension to your new account?

(You can tell us about a change of bank account up to 30 days in advance)

Name of bank (e.g. Barclays, Lloyds)

Name the account is held in (e.g. Mr and Mrs Phillips)

Account number

Sort code

Account roll/reference number (*for shares and building society accounts only*)

If you don't have any other changes to report, please turn to page 3 and sign the declaration to authenticate your request. **We cannot accept this change without a signature.**

Section 3 - Change of address

What is the earliest date we can start using your new address?

(You can tell us about a change of address up to 30 days in advance)

Enter your new address in the space below

Section 4 - Change of name

Your new name (name we should use going forward)

We require an accompanying document to evidence the name change.

Please tick which document(s) you have enclosed to confirm the name change.

- Dead poll certificate
- Marriage certificate/Civil partnership certificate
- Birth certificate/passport/driving licence photo card
- Decree absolute/Dissolution certificate

Important: If the accompanying document does not include the name you want to use going forward, as well as the name we hold for your record, you will need to provide a further document to evidence the name change. E.g. Your record is held in your maiden name of 'Smith' and you want to change your name to your current married name 'Jones', but the marriage certificate you provide shows that your previous name was 'Taylor'. In this case you need to provide a further document evidencing the change of name from 'Smith' to 'Taylor'.

Note: If you are also reporting a change in partnership status, please complete section 5.

Section 5 - Change of partnership status

Please confirm the change of partnership status you are telling us about (tick one)

- Divorce/Annulment and I enclose a copy of the decree absolute
- Dissolution of a civil partnership and I enclose a copy of the dissolution order
- Marriage and I enclose a copy of the marriage certificate
- Entering into a civil partnership and I enclose a copy of the civil partnership certificate

Note: If you are also reporting a change of name, please complete section 4

Section 6 - Complete in all circumstances

Declaration

I ask that The Pensions and Investments Team make the requested change(s) and I have included copies of the necessary documents to make my request.

I understand that:

- The Pensions and Investments Team cannot be held responsible if this form is completed incorrectly and that an incomplete or incorrectly completed form may delay my request
- That it may take up to ten working days to update my record with the requested changes

Signature (Do not print)

Date