
CHANGE OF BANK DETAILS FORM

This form can be used to tell the Scheme Administrator of a change of bank details.

Please complete **Section 1** and **Section 2** in CAPITALS and return to:

BCSSS, PO Box 555, Stead House, Darlington, DL1 9YT

Section 1: Member details & declaration

(This section must be completed & signed by the member, Scheme appointed Personal Representative or Power of Attorney)

Full name of member

Pension reference number

National Insurance number

I request the Scheme Administrator to make the changes requested by me, or on my behalf, as set out below.

Declaration signed by:

Member

Signature:

**Position of signatory,
if not the member**

Please circle the position that applies to you

Personal Representative / Power of Attorney

**Personal Representative
or Power of Attorney**

Full name (IN CAPITALS):

Signature:

Date

Section 2: Changing bank details

Please note the bank / building society account **MUST** be in the pensioner's name, or be a joint account where the pensioner is named.

Name of bank / building society

Full name of account holders

Account number

Bank sort code

Building society roll number

Important note: please read carefully before completing your bank account details

Your BCSSS pension payments will be made using the bank sort code/building society roll number and account number you have provided.

The Scheme is unable to verify that you have provided correct bank/building society account details.

If you provide incorrect details and as a result your BCSSS benefits are paid to the wrong account and someone else withdraws your payment, the Scheme will not provide a replacement payment to you to make up for your loss and is not responsible for the recovery of the incorrect payment. Please check that the information you have provided is correct.

This form will be scanned and held electronically and securely by the Scheme's Administrator under the terms of the General Data Protection Regulation and will only be made available to persons entitled to view it.

Contact the Scheme Administrator:

Telephone: **0333 222 0074**

Email: **bcsss@capita.co.uk**