**INTERMEDIARY CHANGE OF DETAILS**

Thank you for contacting us to advice of a change in your details. Please complete the relevant sections of this form and we’ll update your records with us accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
| Firm Name |  | | |
| Business Address |  | | |
|  | | |
| Postcode | |  |
| Email |  | | |
| Office Telephone | Mobile |  | |

|  |
| --- |
| **Bank details for BACS payments** |
| Bank Name: |
| Sort Code: |
| Account Number: |
| Account Name: |
| Reference (if applicable): |

|  |
| --- |
| **Notes – please provide any additional information you consider relevant:** |

|  |
| --- |
| **I confirm the above change/s to details are correct – to be signed by the Principal of the Firm**  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please note:** It’s your responsibility to advise Loughborough Building Society immediately if any of your permissions are withdrawn, you are under investigation for breach of the Financial Services and Markets Act 2000 or under investigations by any other regulatory body. |

We’ll send you confirmation once the changes you’ve noted have been made. In the interim, if you have any questions or concerns, please don’t hesitate to contact our **Intermediary Support on 01509 631953.**

The Loughborough Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Financial Services Register number 157258.