

# Add or remove an account holder form



Use this form to add or remove account holders. This form is for accounts that have a sort code beginning with 08.

Please use **BLOCK CAPITALS** and **BLACK** ink throughout.

Mark selection boxes clearly with a ✓. If you make a mistake, just place a line through the box and mark the correct box with a ✓.

## The account

Account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sort code

--	--	--	--	--	--

 - 

--	--	--	--	--	--

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We will use this information to change all of your Virgin Money savings and current accounts unless you tell us otherwise.

If there are any accounts you do not wish to change, please indicate in the space below.

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## Account holder changes

Please list all of the account holder information and whether if you would like to 'add' or 'remove'. If you need additional space to add or remove another account holder, please use another amendment form.

### 1st customer

Add or remove

--

Title

--

Forename(s)

--

Surname

--

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address

--

Postcode

--

Contact phone numbers. Please list all numbers.

--

**If you're removing an account holder, you don't need to provide the following information.**

Residential status

<input type="checkbox"/> Home owner	<input type="checkbox"/> Tenant (furnished)	<input type="checkbox"/> Tenant (unfurnished)	<input type="checkbox"/> Relatives/Friends
<input type="text"/>			Other

Date moved to current address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M	M	Y	Y

Nationality

Dual nationality 1

Dual nationality 2

Country of citizenship 1

Country of citizenship 2

Country of citizenship 3

Gender

<input type="checkbox"/> M	<input type="checkbox"/> F
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Country of residence

Country of birth

Employment status

<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Contractor	<input type="checkbox"/> Homemaker
<input type="checkbox"/> On benefits	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Student	<input type="checkbox"/> Retired	
<input type="text"/>				Other

**Only complete this section if you answered 'Employed' (ie, full-time, part-time, self-employed or contractor) to the above question.**

Employer's name and address

Postcode

Time in current employment

Nature of employer's business

Occupation

**Please complete this section if you're a new account holder being added to the account.**

Where are you resident for tax purposes?

(Place a ✓ in one box only. For example, if you're a US citizen or resident, please select 'UK and another country' and enter 'United States' within 'Country of tax residence'. If 'UK only', mark the box with a ✓.)

<input type="checkbox"/> United Kingdom only	<input type="checkbox"/> United Kingdom and other country
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If applicable, please list up to two additional countries in which you are tax resident outside the United Kingdom, along with the corresponding Tax Identification Number (TIN)/Tax Reference Number.

Country of tax residence

Tax Identification Number (TIN)/Tax Reference Number

Country of tax residence

Tax Identification Number (TIN)/Tax Reference Number

How will the account be funded?

<input type="checkbox"/> Salary/Pension	<input type="checkbox"/> Transfers from other accounts in your name	<input type="checkbox"/> Family/Gift	<input type="checkbox"/> Inheritance
<input type="checkbox"/> Current savings	<input type="checkbox"/> Sale of property	<input type="checkbox"/> Investment income	<input type="checkbox"/> Gambling/Lottery win
<input type="checkbox"/> Student Loan/Grant	<input type="checkbox"/> Rental income	<input type="text"/>	
		Other	

## 2nd customer

Add or remove

Title

Forename(s)

Surname

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address

Postcode

Contact phone numbers. Please list all numbers.

**If you're removing an account holder, you don't need to provide the following information.**

Residential status

☐

Home owner

☐

Tenant (furnished)

☐

Tenant (unfurnished)

☐

Relatives/Friends

Other

Date moved to current address

M	M	Y	Y
---	---	---	---

Nationality

Dual nationality 1

Dual nationality 2

Country of citizenship 1

Country of citizenship 2

Country of citizenship 3

Gender

☐

M

☐

F

Country of residence

Country of birth

Employment status

☐

Full-time

☐

Part-time

☐

Self Employed

☐

Contractor

☐

Homemaker

☐

On benefits

☐

Unemployed

☐

Student

☐

Retired

Other

**Only complete this section if you answered 'Employed' (ie, full-time, part-time, self-employed or contractor) to the above question.**

Employer's name and address

Postcode

Time in current employment

Nature of employer's business

Occupation

Please complete this section if you're a new account holder being added to the account.

Where are you resident for tax purposes?

(Place a ✓ in one box only. For example, if you're a US citizen or resident, please select 'UK and another country' and enter 'United States' within 'Country of tax residence'. If 'UK only', mark the box with a ✓.)

<input type="checkbox"/> United Kingdom only	<input type="checkbox"/> United Kingdom and other country
--	---

If applicable, please list up to two additional countries in which you are tax resident outside the United Kingdom, along with the corresponding Tax Identification Number (TIN)/Tax Reference Number.

Country of tax residence <input type="text"/>	Tax Identification Number (TIN)/Tax Reference Number <input type="text"/>
Country of tax residence <input type="text"/>	Tax Identification Number (TIN)/Tax Reference Number <input type="text"/>

How will the account be funded?

<input type="checkbox"/> Salary/Pension	<input type="checkbox"/> Transfers from other accounts in your name	<input type="checkbox"/> Family/Gift	<input type="checkbox"/> Inheritance	
<input type="checkbox"/> Current savings	<input type="checkbox"/> Sale of property	<input type="checkbox"/> Investment income	<input type="checkbox"/> Gambling/Lottery win	<input type="checkbox"/> Benefits
<input type="checkbox"/> Student Loan/Grant	<input type="checkbox"/> Rental income	<input type="text"/>		Other

## How we use your personal information

Here's a summary of how your information may be used and shared by Clydesdale Bank PLC (trading as Virgin Money).

For further details, including how your information may also be used by fraud prevention agencies and credit reference agencies together with your data protection rights, please see our website at [virginmoney.com/privacy](https://virginmoney.com/privacy) or visit any of our Stores.

### Using your information

The personal information you give us, or that we collect or create, will be used in a number of ways throughout the time you're a Virgin Money customer. We'll use it to:

- Check your identity and eligibility for this account.
- Manage your account and your relationship with us.
- Prevent financial crime and the funding of terrorism.
- Improve our services and computer systems.
- Identify other products and services that you may find useful. (But we'll only contact you if you're happy to hear from us.)
- Manage and organise our business.

The information we ask for when you apply for this account is used to:

- Check your identity and eligibility for this account.
- Manage your account and relationship with us.
- Prevent financial crime and the funding of terrorism.

You don't have to give us any of this information but if you don't provide all of it, we won't be able to deal with your application.

### Sharing your information

We'll regularly share your information with credit reference agencies. We do this to check your identity, creditworthiness and eligibility for this account.

We'll also share your information with fraud prevention agencies who will use it to prevent and detect fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. We and fraud prevention agencies may also allow law enforcement agencies to access and use your information to detect, investigate and prevent crime.

Both credit reference and fraud prevention agencies may link your information to the information of a joint applicant, spouse or other financial associates.

Where we need to, we'll share information with UK or overseas tax authorities. We may also share information within our group of companies or with our commercial partners. Some information will be held and used outside the European Economic Area (EEA).

For details of the credit reference and fraud prevention agencies we use and the companies within our group, please see our website at [virginmoney.com/privacy](https://virginmoney.com/privacy) or visit any of our Stores.

### Holding your information and your rights

We'll hold your information for as long as necessary to manage your relationship with us and to meet our legal and regulatory obligations.

You can always ask for a copy of any information we hold about you. And if you spot any errors, we'll correct them. You may also be able to ask us for some or all of your information to be deleted, or to limit the way we use it. Full details of all of your rights can be found on our website at [virginmoney.com/privacy](https://virginmoney.com/privacy) or by visiting any of our Stores.

If you're unhappy with the way we're using your information, please talk to us so we can try to sort it out. If this doesn't fix it, you can write to our Data Protection Officer at Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne, NE3 4PL or contact the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to make sure organisations handle your information correctly. You'll find further details, including how to contact the ICO at [ico.org.uk](https://ico.org.uk)

You declare that you are entitled to disclose information about all joint applicants and/or anyone else referred to by you.

## Declaration

1. I/We declare that the information contained within this form is true. If false or inaccurate information is provided and fraud is identified, details will be shared with fraud prevention agencies and this information may be accessed and used by law enforcement to prevent fraud and money laundering.
2. UK Residency. I/We hereby declare that the applicant(s) is/are permanent UK Residents, subject to UK tax legislation (Channel Islands and Isle of Man excluded) and I/we undertake to advise Virgin Money of any changes in this status.
3. I/We the person(s) whose signature(s) appear(s) on this form declare that the sums to be deposited in this account will be held by me (us) as either: (delete as appropriate) sole beneficial owner or joint beneficial owner(s) or parental trustee(s) on behalf of the beneficial owner excluding trustees for discretionary, accumulation and other trusts.
4. I/We have read and agree to be bound by the terms and conditions of the account.

### Financial Services Compensation Scheme (FSCS) declaration

I/We have received and read the Financial Services Compensation Scheme booklet (attached to this form) which contains an Information sheet and Exclusions list and provides details of the protection provided by the FSCS.

**Please sign below to confirm you have read and agreed to the 'Using your personal information' and 'Declaration' sections above.**

**Ensure ALL signatories sign below or the form could be returned.**

Signed (to be signed by current signatories registered on the account)

Signature 1

Print name for signature 1

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature 3

Print name for signature 3

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signed (to be signed by all new signatories if applicable)

Signature 1

Print name for signature 1

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature 3

Print name for signature 3

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Number of signatures required to operate the account

One

State how many

Signature 2

Print name for signature 2

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature 4

Print name for signature 4

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature 2

Print name for signature 2

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature 4

Print name for signature 4

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

### Office use only

Checked by (colleague name):

Store:

Date:

Contact details:

ID applicant 1

ID applicant 3

### WDC use only

COD

COT

POA

COD (EX)

COT (EX)

ID applicant 2

ID applicant 4

Clydesdale Bank PLC (trading as Virgin Money) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No. 121873. Credit facilities other than regulated mortgages and regulated credit agreements are not regulated by the Financial Conduct Authority. Clydesdale Bank PLC is registered in Scotland (No. SC001111). Registered Office: 177 Bothwell Street, Glasgow G2 7ER.

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