

CHANGE OF NAME/ADDRESS/BANK DETAILS

Please complete this form to notify us of any changes to your name, address, or bank details. This ensures we can continue to manage your pension accurately and securely.

PART 1 – YOUR PERSONAL DETAILS

Superannuation number

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Surname

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Forenames (in full)

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Date of birth (e.g.dd/mm/yyyy)

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National Insurance number

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Personal email address

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Contact address

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Post code

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Contact telephone number (incl STD code)

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What would you like to update (please tick)

Update your bank details (**complete part 2**)

☐

Update your name (**complete part 3**)

☐

Update your address (**complete part 4**)

☐

PART 2 – UPDATE YOUR BANK DETAILS

Please note, any change of bank details can only be accepted in writing. If your change of bank details is received after the 10th of the month, your next pension payment may be paid to your previous bank account.

CURRENT BANK DETAILS

Name of account holder	
Name of Bank/Building Society	
Bank sort code	
Account Number	
Building society roll number	

NEW BANK DETAILS

Name of account holder	
Name of Bank/Building Society	
Bank sort code	
Account Number	
Building society roll number	
Bank Account type	Current Account ☐ Deposit Account ☐

If your bank is outside the UK, please indicate which country your pension will be paid to, SPPA will issue the appropriate overseas form to you for completion.

For security purposes could you provide us with your current monthly pension amount.

PART 3 – UPDATE YOUR NAME

If your name has changed (e.g. due to marriage), please include a copy of your marriage certificate or other relevant legal documentation.

Current name

New name

PART 4 – UPDATE YOUR ADDRESS

Current address

Post code

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New address

Post code

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DECLARATION

Signed

Date

Please return the completed form to:

Post: SPPA, 7 Tweedside Park, Tweedbank, Galashiels, TD1 3TE

Email: pensionspayroll@gov.scot