

Notification of Change of Contact Details

PLEASE COMPLETE IN **BLOCK CAPITALS** AND RETURN **WITH PROOF OF YOUR NEW ADDRESS**
TO BOI CHANGE OF CONTACT DETAILS, PO BOX 365, DUBLIN 18

Bank of Ireland 



BANK OF IRELAND ACCOUNT AND POLICY NUMBERS

IMPORTANT: Please list all your Bank of Ireland account and policy numbers below to ensure that your personal details are updated throughout the Bank of Ireland Group.

BRANCH ACCOUNTS:

Branch:	<input type="text"/>	NSC:	<input type="text"/>	Acc No:	<input type="text"/>
Branch:	<input type="text"/>	NSC:	<input type="text"/>	Acc No:	<input type="text"/>
Branch:	<input type="text"/>	NSC:	<input type="text"/>	Acc No:	<input type="text"/>
Branch:	<input type="text"/>	NSC:	<input type="text"/>	Acc No:	<input type="text"/>

CREDIT CARDS:

Card No:	<input type="text"/>
Card No:	<input type="text"/>

BANK OF IRELAND MORTGAGES:

NSC:	<input type="text"/>	Acc No:	<input type="text"/>
NSC:	<input type="text"/>	Acc No:	<input type="text"/>

TERM DEPOSIT ACCOUNTS:

NSC:	<input type="text"/>	Acc No:	<input type="text"/>
NSC:	<input type="text"/>	Acc No:	<input type="text"/>

BANK OF IRELAND FINANCE:

Agreement No:	<input type="text"/>
Agreement No:	<input type="text"/>

BANK OF IRELAND LIFE:

Policy No:	<input type="text"/>
Policy No:	<input type="text"/>

BANK OF IRELAND INSURANCE SERVICES:

Policy No:	<input type="text"/>
Policy No:	<input type="text"/>

CUSTOMER / SIGNATORY 1

First Name:	<input type="text"/>
Surname:	<input type="text"/>
Date of birth:	<input type="text"/>

NEW address: House name/number:	<input type="text"/>		
Street:	<input type="text"/>		
Town:	<input type="text"/>	County:	<input type="text"/>
Country:	<input type="text"/>	Post Code:	<input type="text"/>
Home tel no:	<input type="text"/>	Mobile tel no:	<input type="text"/>
Email address:	<input type="text"/>		

(A) Are you a US Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	(B) Are you resident for tax purposes in any country Yes <input type="checkbox"/> No <input type="checkbox"/> or territory other than the Republic of Ireland?
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If you have answered "Yes" to questions (A) and/or (B) above, please list below all countries/territories in which you are tax resident, and provide your Tax Identification Number (TIN) for each country/territory (Please continue on a separate sheet if necessary).

Country/Territory	Tax Identification Number (mandatory)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

CUSTOMER SIGNATURE:	<input type="text"/>
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SIGN HERE 

Date:	<input type="text"/>
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TERMS AND CONDITIONS

- ▶ Proof of your new address is a mandatory requirement to fulfil Regulatory obligations
- ▶ The address of Customer 1 above will be used as the primary address in all correspondence unless the Bank has been notified to the contrary.
- ▶ Bank of Ireland may contact you to clarify any queries they may have regarding your instruction.
- ▶ For address changes that involve a change of jurisdiction i.e. from one country to another please speak to a branch official as other information/documentation may be required e.g. proof of address, Certificate of Tax Residency etc.
- ▶ Updates to your address and contact details will be processed within 3-5 working days of the completed form being received.

FATCA/CRS

- ▶ In accordance with the Foreign Account Tax Compliance Act ('FATCA') and the OECD Common Reporting Standard ('CRS'), Bank of Ireland is required to establish where the account holder is resident for tax purposes. In certain circumstances, we may be required to report certain details to the Irish Revenue Commissioners who may, in turn, share this information with tax authorities in the relevant jurisdictions. Please note that Bank of Ireland does not provide tax advice and will not be liable for any errors contained in this form. If you have any questions about FATCA/CRS you should contact your tax advisor or the Irish Revenue Commissioners. Additional information on FATCA and CRS can be found at www.revenue.ie

Acceptable Documents:

- ✓ Utility bill - Gas/Electric / Landline / Water / Household Charge (Dated within the last 6 months)
- ✓ Registered tenancy agreement from reputable agency / registered landlord
- ✓ Residential Mortgage offer letter with new address
- ✓ A current Irish / UK Driving Licence
- ✓ Current household/motor insurance document
- ✓ Current Revenue Commissioners documents (including tax credits, Balancing Statement, C2 certificate)
- ✓ Current Department of Social Welfare document relating to state pension and/or social welfare (cannot accept PPSN letter)
- ✓ Current financial institution statement
- ✓ Credit card statement (Dated within the last 6 months)
- ✓ E-statements - must include logo of recognised financial institution

Examples of unacceptable documents include:

- ✗ P60
- ✗ Letter 'c/o address' (unless the individual is living at these premises e.g. nurses living in hospital accommodation, employee living and working at employers address)
- ✗ Public Service Card issued by the Department of Social Protection
- ✗ PPSN letter
- ✗ Payslip
- ✗ Mobile phone bill
- ✗ Any document stamped as not to be used for ID purposes or not to be used other than for public service reasons