

# Business Deposit Account - Amendment Form



This form is for use by the People of Significant Control (PSCs) / Signatories of an incorporated company who wish to advise the Society of changes to either PSCs and/or Signatories relating to accounts held in the company's name. An additional Amendment Form should be completed where there are more than four changes to be made.

**PLEASE ENSURE ALL SECTIONS ARE COMPLETED BEFORE SUBMITTING WITH THE REQUIRED IDENTIFICATION/DOCUMENTATION.**

## Section 1: Account Name

Name of Account

Vernon Building Society Account Number  

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## Section 2: Authority

- We the People of Significant Control / Account Signatories of the company detailed in Section 1 above:
- provide authority to the persons listed within **Section 8** of this form to operate this account in line with our updated instructions outlined in this form on behalf of the company.
  - provide authority to remove the persons listed within **Section 5** below as either People of Significant Control or Signatories of the account held in the name of the Company.

Please Note: If you are simply updating the personal information of existing PSCs or Account Signatories then this can be done by Account Signatories (a minimum of 2). **For the removal or addition of any of the PSCs or Account Signatories ALL current/remaining registered PSCs and Appointed Signatories MUST complete this section.**

PSC / Signatory 1 Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
PSC / Signatory 2 Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
PSC / Signatory 3 Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
PSC / Signatory 4 Print Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

## Section 3: Update of Withdrawal Instructions

**Withdrawal Instructions**  
Withdrawals from the account must be made by bank transfer to the nominated account at a UK bank in the name of the company.

I/We authorise the following number of PSCs / Appointed Signatories to perform withdrawals on the account:

Any 1 of the **PSCs/Appointed Signatories** (including those listed in **Section 8**) of this Application Form  Any 2 of the **PSCs/Appointed Signatories** (including those listed in **Section 8**) of this Application Form

## Section 4: Entity Tax Declaration

Please complete in full the Entity Tax Declaration Form and submit this along with your completed Amendment Form. This form is available to be downloaded from the Society's website: [Entity tax declaration form](#)

## Section 5: Removal of People of Significant Control (PSCs) and/or Appointed Signatories

Please list below the names of any PSCs or Appointed Signatories currently registered who are to be removed from the account.

	Title	First Name(s)	Surname	PSC or Signatory (delete as applicable)
1				PSC / Signatory
2				PSC / Signatory
3				PSC / Signatory
4				PSC / Signatory

## Section 6: Identification

**One form of identification is required for ALL new Persons of Significant Control and all new Account Signatories (where these are not PSCs).** Where an amendment is being made to update the details of the existing PSCs or Account Signatories identification may also be required. Please contact the Society to confirm this. We will also carry out an electronic verification search and a Companies House check (if applicable).

Please refer to 'Our Identity Requirements' Leaflet available on the Society's website for full details. [ID requirements guide](#)

## Section 7: Your Personal Data

### YOUR RIGHTS

For the purposes of General Data Protection Regulation, the Vernon Building Society is the Data Controller responsible for the processing of your personal data. You have the right to request in writing a copy of the details held about you and where necessary the right to object to certain processing, the right to correct, sometimes delete and restrict the personal data the Society uses. In addition, you have the right to complain to the Society and the Information Commissioners Office (the data protection regulator). Please refer to the Vernon Building Society's Privacy Notice for further information on your rights.

Where you have provided your consent to the Society, such as to receive marketing messages, you have the right to withdraw it at any time. You can do this by notifying your local branch, calling us on 0161 429 6262 or writing to us at Marketing Communications, Vernon Building Society, 19 St Petersgate, Stockport, SK1 1HF. Alternatively, email [unsubscribe@thevernon.co.uk](mailto:unsubscribe@thevernon.co.uk).

### HOW WE USE YOUR DATA

- The Vernon Building Society will only retain your personal data only for as long as necessary to administer your account in line with regulatory and legal requirements.
- The Vernon Building Society processes your personal information to enable it to provide a service for its members and customers which may include managing your accounts, maintaining its own accounts and records, supporting staff training and development, promoting its services; undertaking market research and the provision of financial services and advice.
- If false and inaccurate information is provided and fraud is identified, your details will be passed to fraud prevention agencies.
- The Vernon Building Society requires a lawful reason to process your personal data and for some processing more than one legal basis may be relevant (except where the Society relies on Consent). The Society uses the following reasons to process your personal data: Consent, Performance of a Contract, Legal Obligation and Legitimate Interests.

**Section 8: New People of Significant Control (PSC) / Account Signatories** (If more than 4 then use a second application form)

**First new PSC / Signatory**

Title  Surname

First Name(s)

Date of Birth (DD/MM/YYYY)  /  /

National Insurance Number

Residential Address   
  
  
 Postcode

How long have you lived at this address?  
 Years  Months

If less than 1 year, please provide your previous address:  
  
  
  
 Postcode

How long did you live at this address?  
 Years  Months

Contact Details  
 Day   
 Mobile   
 Email

Position in the Company

Nationality

Country of Residence

Do you hold 25% shares or more? (If yes, state percentage) Y/N %

Will you be an account signatory? Y  N

Are you an existing VBS customer? Y

If yes, please enter your existing Vernon account number(s)

**Second new PSC / Signatory**

Title  Surname

First Name(s)

Date of Birth (DD/MM/YYYY)  /  /

National Insurance Number

Residential Address   
  
  
 Postcode

How long have you lived at this address?  
 Years  Months

If less than 1 year, please provide your previous address:  
  
  
  
 Postcode

How long did you live at this address?  
 Years  Months

Contact Details  
 Day   
 Mobile   
 Email

Position in the Company

Nationality

Country of Residence

Do you hold 25% shares or more? (If yes, state percentage) Y/N %

Will you be an account signatory? Y  N

Are you an existing VBS customer? Y

If yes, please enter your existing Vernon account number(s)

**Section 8: New people of Significant Control (PSC) / Account Signatories cont. (If more than 4 then use a second application form)**

**Third new PSC / Signatory**

Title  Surname

First Name(s)

Date of Birth (DD/MM/YYYY)  /  /

National Insurance Number

Residential Address   
  
  
 Postcode

How long have you lived at this address?  
 Years  Months

If less than 1 year, please provide your previous address:  
  
  
  
 Postcode

How long did you live at this address?  
 Years  Months

Contact Details  
 Day   
 Mobile   
 Email

Position in the Company

Nationality

Country of Residence

Do you hold 25% shares or more? (If yes, state percentage) Y/N %

Will you be an account signatory? Y  N

Are you an existing VBS customer? Y

If yes, please enter your existing Vernon account number(s)

**Fourth new PSC / Signatory**

Title  Surname

First Name(s)

Date of Birth (DD/MM/YYYY)  /  /

National Insurance Number

Residential Address   
  
  
 Postcode

How long have you lived at this address?  
 Years  Months

If less than 1 year, please provide your previous address:  
  
  
  
 Postcode

How long did you live at this address?  
 Years  Months

Contact Details  
 Day   
 Mobile   
 Email

Position in the Company

Nationality

Country of Residence

Do you hold 25% shares or more? (If yes, state percentage) Y/N %

Will you be an account signatory? Y  N

Are you an existing VBS customer? Y

If yes, please enter your existing Vernon account number(s)

## Section 9: Tax Residency

It is mandatory to complete this section for each person named above. Please note we are unable to open an account without these details.

### First new PSC / Signatory

Are you a citizen ONLY of the UK? Yes  No

If no, are you a citizen of the United States? Yes  No

Are you tax resident ONLY in the UK? Yes  No

If no, please list which countries you are tax resident in.


Please list your Tax Identification Number (TIN) for the countries entered above.


### Second new PSC / Signatory

Are you a citizen ONLY of the UK? Yes  No

If no, are you a citizen of the United States? Yes  No

Are you tax resident ONLY in the UK? Yes  No

If no, please list which countries you are tax resident in.


Please list your Tax Identification Number (TIN) for the countries entered above.


### Third new PSC / Signatory

Are you a citizen ONLY of the UK? Yes  No

If no, are you a citizen of the United States? Yes  No

Are you tax resident ONLY in the UK? Yes  No

If no, please list which countries you are tax resident in.


Please list your Tax Identification Number (TIN) for the countries entered above.


### Fourth new PSC / Signatory

Are you a citizen ONLY of the UK? Yes  No

If no, are you a citizen of the United States? Yes  No

Are you tax resident ONLY in the UK? Yes  No

If no, please list which countries you are tax resident in.


Please list your Tax Identification Number (TIN) for the countries entered above.


The Tax Identification Number (TIN) is the number by which the tax authority in your country of tax residence identifies you.

## Section 10 Declarations

**BEFORE SIGNING THIS FORM OVERLEAF PLEASE READ THE TERMS & CONDITIONS RELATING TO THIS ACCOUNT CAREFULLY AS WE SHALL SEEK TO RELY ON THEM.**

### Declarations

We, the People of Significant Control / Account Signatories of the company whose signatures appear on this form:

- Provide authority to the persons listed to operate this Business Deposit Account on behalf of the Company named in Section 1 of this Application Form.
- Acknowledge our responsibility to advise the Vernon Building Society where any changes are made to the Company's People of Significant Control or Appointed Signatories **within 14 days**.
- Acknowledge the Company's responsibilities to meet the appropriate fitness & proprietary and due diligence requirements for all People of Significant Control / Account Signatories to fulfil AML obligations and to be able to provide this information to the Vernon Building Society should this be required.
- We confirm that the Business named in this application is a UK resident entity and that we will inform Vernon Building Society immediately, in writing, if the entity or any named individual cease to be a UK resident.
- Undertake to advise the Vernon Building Society **within 14 days** of any change in circumstances which affects either a Person of Significant Control's or the Company's tax residence status which causes the information previously provided to become incorrect, and to provide the Vernon Building Society with suitably updated Self-Certification and declaration **within 14 days** of such change in circumstances.
- Understand that the Company is not a member of the Society and therefore it does not have the right to attend the AGM or vote on resolutions of the Society.
- Agree to be bound by the Rules of the Society.
- Confirm we have read a copy of the full Summary Box and Terms & Conditions of the account.

We, the People of Significant Control / Account Signatories of the company provide authority to the persons listed within Section 8 of this Amendment Form to operate this Business Deposit Account in line with our updated instructions outlined in this Account Amendment Form on behalf of the Company.

We confirm that the details overleaf are correct, and our signatures are an acknowledgement to this declaration.

1st PSC / Signatory <b>Print Name</b>	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
2nd PSC / Signatory <b>Print Name</b>	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
3rd PSC / Signatory <b>Print Name</b>	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
4th PSC / Signatory <b>Print Name</b>	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

### New PSCs and / OR Account Signatories

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We confirm receipt of the FSCS Information Sheet providing basis information about the protection of eligible deposits relating to the Financial Services Compensation Scheme, including the Exclusions List [www.thevernon.co.uk/35-day-charity-account](http://www.thevernon.co.uk/35-day-charity-account) FSCS Depositor Protection Information & Exclusions Sheet.

## Section 11: Contact Preferences

Please record the contact preferences for all new PSCs / Account Signatories below:

PSC/Signatory 1	PSC/Signatory 2	PSC/Signatory 3	PSC/Signatory 4
Post <input type="checkbox"/>	Post <input type="checkbox"/>	Post <input type="checkbox"/>	Post <input type="checkbox"/>
Email <input type="checkbox"/>	Email <input type="checkbox"/>	Email <input type="checkbox"/>	Email <input type="checkbox"/>
Telephone <input type="checkbox"/>	Telephone <input type="checkbox"/>	Telephone <input type="checkbox"/>	Telephone <input type="checkbox"/>

You can change your contact preferences at any time by writing to:

Customer Services, Vernon Building Society, 19 St. Petersgate, Stockport, SK1 1HF or telephoning the Society on 0161 429 6262

## Section 12: Marketing Preferences

I would like to receive email updates about Vernon Building Society products, services, and news

New PSCs & Account Signatories

1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can change your marketing preferences at any time by emailing [communications@thevernon.co.uk](mailto:communications@thevernon.co.uk), calling 0161 429 6262 or writing to:

Marketing Communications, Vernon Building Society, 19 St. Petersgate, Stockport, SK1 1HF.

## Section 13: Documentation

Please provide the following documents along with this form to enable us to make the amendments:

- One form of identification for new People of Significant Control and Signatories detailed in **Section 8**
- Updated Board of Directors list (or Senior Management where there is no Board of Directors)







Protected



Basic information about the protection of your eligible deposits	
<b>Eligible deposits in the Vernon Building Society are protected by</b>	The Financial Services Compensation Scheme ("FSCS") <sup>1</sup>
<b>Limit of protection:</b>	£85,000 per depositor per bank / building society / credit union <sup>2</sup>
<b>If you have more eligible deposits at the same bank / building society / credit union:</b>	All your eligible deposits at the same bank / building society / credit union are "aggregated" and the total is subject to the limit of £85,000 <sup>2</sup>
<b>If you have a joint account with other person(s):</b>	The limit of £85,000 applies to each depositor separately <sup>3</sup>
<b>Reimbursement period in case of bank, building society or credit union's failure:</b>	15 working days <sup>4</sup>
<b>Currency of reimbursement:</b>	Pound sterling (GBP, £) or for branches of UK banks operating in other EEA Member States, the currency of that State.
<b>To contact the Vernon Building Society for enquiries relating to your account:</b>	Vernon Building Society, 19 St Petersgate Stockport Cheshire SK1 1HF  Tel: 0161 429 6262
<b>To contact the FSCS for further information on compensation:</b>	Financial Services Compensation Scheme, 10 <sup>th</sup> Floor Beaufort House 15 St Botolph Street London EC3A 7QU  Tel: 0800 678 1100 or 0207 741 4100  Email: <a href="mailto:ICT@fscs.org.uk">ICT@fscs.org.uk</a>
<b>More information:</b>	<a href="http://www.fscs.org.uk">http://www.fscs.org.uk</a>

### Additional Information (all or some of the below)

**1 Scheme responsible for the protection of your eligible deposit**

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

**2 General Limit of Protection**

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferrable. These are eligible deposits connected with certain events including:

- a) certain transactions relating to the depositor's current or prospective only main residence or dwelling;
- b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under <http://www.fscs.org.uk>

**Please turn over...**



Protected



**3 Limit of protection for joint accounts**

In case of joint accounts, the limit of £85,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business, partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

**4 Reimbursement**

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10<sup>th</sup> Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: [ICT@fscs.org.uk](mailto:ICT@fscs.org.uk). It will repay your eligible deposits (up to £85,000) within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses or operating costs (in the case of a depositor which is not an individual or a large company) within 5 working days of a request.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>.

**Other important information**

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

**Exclusion List**

A deposit is excluded from protection if:

- 1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, building society or credit union.
- 2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- 3) It is a deposit made by a depositor which is one of the following:
  - credit institution
  - financial institution
  - investment firm
  - insurance undertaking
  - reinsurance undertaking
  - collective instrument undertaking
  - pension or retirement fund <sup>6</sup>
  - public authority, other than a small local authority

For further information about exclusions, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

<sup>6</sup> Deposits by personal pension schemes, stakeholder pensions schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded