

Using the editable fields?

To ensure the information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

Quilter

Add or remove bank account details

– ISA, Collective Investment Account (CIA), Collective Investment Bond (CIB) and Collective Retirement Account (CRA)

Did you know? Your financial adviser can give your instructions online.

This means that you will not need to send us this form

With this form you can:

- ☒ ask us to add new bank account details*, or remove existing bank account details, from your investment records.

*We can hold details for up to four bank accounts under your customer reference number.

This form cannot be used for:

- ☐ changing the bank account from which Direct Debits are paid; for this you will need to complete a Direct Debit Instruction
- ☐ changing your nominated bank account used for CashHub savings

for which there are separate forms, available from your financial adviser.

We regularly update our forms; you or your financial adviser can confirm that this **December 2024** version is the latest by checking our website quilter.com.



How to complete your form

- You can complete the form electronically by using the editable fields, if preferred; save the form to your desktop before you do so, to ensure that the information is saved correctly. Then print, sign and send it to us.
- Alternatively, you can print and complete it by hand using **BLOCK CAPITALS** and **blue** or **black** ink.
- For dates, please use the format DD/MM/YYYY.
- Complete the details in each applicable section carefully; we cannot be held responsible for any consequences if they are incorrect.



Additional documents we will need

- We will need to see additional documents if you are providing new bank account details, and request a withdrawal payment into that account in the future. More information is in section 2.



How to send us your form

Send your scanned form* to us via PROMPT, our tool for uploading documents direct to us.

- Advisers, visit: quilter.com/Adviser-Prompt
- Customers, visit: quilter.com/Customer-Prompt



OR

Send your scanned form* securely by email to:

ask@quilter.com



* Before sending any supporting documents to us, please refer to our guide about which documents must be certified as true copies and who can certify them. The guide is available via your PROMPT link above.

Alternatively, you can send your form by post to: Quilter, SUNDERLAND, SR43 4JP.



1. Your details

Title	Mr	Mrs	Miss	Ms	Other (please specify)
First name(s)					
Surname/company/ trust name					
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Residential/registered office address	<input type="text"/> <input type="text"/>				
	Postcode				
Customer reference	A C <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

2. Add new bank account details

Use this section to provide bank account details for us to **ADD** to your records with us.

Branch sort code	<input type="text"/> <input type="text"/> <input type="text"/>	-	<input type="text"/> <input type="text"/> <input type="text"/>	-	<input type="text"/> <input type="text"/> <input type="text"/>	Bank/Building society account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
UK Bank/Building Society name							
Name of bank account holder(s)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
Building Society roll number (if applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						
Bank account type	Individual Joint Trust Other						

Additional documents

- It's important that we protect you and your money by ensuring that any withdrawal requests we receive for your investment are genuine and any money we pay out is received by you and nobody else.
- For this reason, we need to verify that you are the owner of any bank account nominated for withdrawals, before we send payment.
- In case we have been unable to verify bank account details given in section 2, you can ensure that any withdrawals requested in the future for payment into this account are not delayed, by providing us with evidence of ownership beforehand.
- Once we've received the information we'll make a note of it on your records, so you only need to give it to us once for each bank account.

Acceptable evidence of bank account ownership

The evidence can be:

- an original or certified* copy of a voided cheque, or
- an original or certified* copy of your bank account statement dated within the last six months, or
- (if you have online bank account statements) a printed copy statement certified as a true copy*.

*Copies of documents must be certified on each page in ink by a professional such as your financial adviser, solicitor, accountant, GP or bank manager (including the bank's stamp). We cannot accept photographs of documents. You can scan and send certified copies to us by email - see page 1 for details.

Tick here if you are enclosing proof of bank account ownership with this form.

3. Remove bank account details

Use this section to provide details of the bank account that you want us to **REMOVE** from your records with us.

Branch sort code	<input type="text"/> <input type="text"/> <input type="text"/>	-	<input type="text"/> <input type="text"/> <input type="text"/>	-	<input type="text"/> <input type="text"/> <input type="text"/>	Bank/Building society account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
UK Bank/Building Society name							
Name of bank account holder(s)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						

4. Declaration and authority

- a) I request Quilter to amend the records under my customer reference given in section 1, by:
- adding any bank details given in section 2
 - removing any bank details given in section 3.
- b) I understand that Quilter may need to contact me for additional information if required.
- c) I declare that this form has been completed correctly to the best of my knowledge and belief.

All account holders including trustees and/or signatories (as applicable) **MUST SIGN BELOW**, even if a Lead Account Holder has been appointed.

► If there is insufficient space for all signatures, please copy this page for the additional signatures and attach it to the form.

Signature

Date

Print full name

Capacity*

Signature

Date

Print full name

Capacity*

Signature

Date

Print full name

Capacity*

Signature

Date

Print full name

Capacity*

*eg account holder, attorney, trustee, signatory



quilter.com

Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years. Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.

Registered Office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB, United Kingdom. Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority. Quilter Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Their Financial Services register numbers are 165359 and 207977 respectively. VAT number 386 1301 59.