| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme – change of bank details form**

**Section 1 – Personal details**

| **Question** | **Answer** |
| --- | --- |
| Surname |  |
| First names(s) |  |
| Title |  |
| Previous surname(s) |  |
| Date of birth |  |
| National insurance number |  |
| Address |  |
| Post code |  |
| Home email address |  |
| Home phone number |  |
| Mobile phone number |  |

**Section 2 – Current bank or building society account details**

Please confirm your bank or building society account details that we hold on record for you.

| **Question** | **Answer** |
| --- | --- |
| Name(s) of account holder(s) |  |
| Name of bank or building society |  |
| Address of bank or building society |  |
| Sort code |  |
| Account number (8 numbers only) |  |
| Building society roll number / reference \* |  |

\* Only applicable in certain circumstances.

**Section 3 – New bank account or building society details**

This section only needs to be completed if you are changing your account from the ones detailed in section 2.

If you are changing your account details:

* We can only pay your pension into a bank or building society account in your name or an account that you hold jointly with another person.
* If you are unsure of any of these details, you can either check with your bank / building society or look at your cheque book or bank statement.
* Putting the wrong information here means that it will take longer for you to receive your pension.

| **Question** | **Answer** |
| --- | --- |
| Name(s) of account holder(s) |  |
| Name of bank or building society |  |
| Address of bank or building society |  |
| Sort code |  |
| Account number (8 numbers only) |  |
| Building society roll number / reference \* |  |

\* Only applicable in certain circumstances.

**Section 4 – Authorisation**

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Signature (only required if form is returned by post or email) |  |
| Date |  |

Please return the completed form either by:

* Securely uploading it to your [online pension account](https://lgssmember.pensiondetails.co.uk/home/login/index2.html); or
* scanning and emailing it to [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk) , it’s recommended that you password protect any documentation that has personal information if possible; or
* Sending it to - Pensions Service, West Northamptonshire Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.

The Cambridgeshire Pension Fund and Northamptonshire Pension Fund are a Data Controller under the General Data Protection Regulations. This means we store, hold and manage your personal data in line with statutory requirements to allow us to give you pension administration services. To help us to carry out our statutory duty, we need to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit:

[Cambridgeshire Pension Fund](https://pensions.cambridgeshire.gov.uk/governance/key-documents/cambridgeshire/)

[Northamptonshire Pension Fund](https://pensions.westnorthants.gov.uk/governance/key-documents/northamptonshire/)

This information can be made available in other languages and formats upon request like Braille, large print and audio cassette.