

# Add a Deputy/Guardian to an existing account



This form should be used if you want to add a Deputy/Guardian to an existing Virgin Money Current Account or Savings Account. We will need to see a valid Court of Protection/Sheriff Court document. This needs to be an original or a certified copy. You can either take the document to a Virgin Money Store, along with this form, or send us the document and we will send it back to you.

Please use **BLOCK CAPITALS** and **BLACK** ink throughout.

If you have any questions, please call us on **0345 606 7693\*** or visit a Virgin Money Store.

## Existing account holder details

Name

Please give us an existing account number

Current Account

Savings

Mortgage

## Deputy/Guardian details

### 1st Deputy/Guardian

Title

Date of birth (dd/mm/yyyy)

First name(s)

Home/mobile phone number

Last name

Email address

Address

Nationality

Postcode

### Current account only

Do you require a debit card?

Yes

No

Do you want your name added to the cheque book?

Yes

No

Do you share your letterbox with anyone you do not know or trust?

Yes

No

If yes, we can send cheque books and debit cards to a Virgin Money Store. Please state which Virgin Money Store.

Multiple Deputies/Guardians can only use a cheque book and/or a debit card on the Current Account if authorised to act Jointly and Severally, and any or all may choose to have a debit card, and any or all Deputies/Guardians can have their name added to a cheque book. However, Virgin Money can only issue one cheque book.

Please confirm, where there is more than one Deputy/Guardian being added, are the Deputies/Guardians authorised to act:

Jointly (i.e. ALL Deputies/Guardians are to sign)

Jointly and Severally (i.e. any ONE Deputy/Guardian can sign)

or are the Deputies/Guardians authorised to act:

**2nd Deputy/Guardian**

Title

First name(s)

Last name

Address

Postcode

**Current account only**

Do you require a debit card?

Do you want your name added to the cheque book?

Do you share your letterbox with anyone you do not know or trust?

If yes, we can send cheque books and debit cards to a Virgin Money Store. Please state which Virgin Money Store.

**3rd Deputy/Guardian**

Title

First name(s)

Last name

Address

Postcode

**Current account only**

Do you require a debit card?

Do you want your name added to the cheque book?

Do you share your letterbox with anyone you do not know or trust?

If yes, we can send cheque books and debit cards to a Virgin Money Store. Please state which Virgin Money Store.

Date of birth (dd/mm/yyyy)

Home/mobile phone number

Email address

Nationality

 Yes  No Yes  No Yes  No

Date of birth (dd/mm/yyyy)

Home/mobile phone number

Email address

Nationality

 Yes  No Yes  No Yes  No

#### 4th Deputy/Guardian

Title

First name(s)

Last name

Address

Postcode

Date of birth (dd/mm/yyyy)

Home/mobile phone number

Email address

Nationality

#### Current account only

Do you require a debit card?

Yes

No

Do you want your name added to the cheque book?

Yes

No

Do you share your letterbox with anyone you do not know or trust?

Yes

No

If yes, we can send cheque books and debit cards to a Virgin Money Store. Please state which Virgin Money Store.

#### If you have more than four Deputies/Guardians, please use an additional form.

Which address do you want to use for all correspondence? Please tick one box only.

Keep customer address

3rd Deputy/Guardian address

1st Deputy/Guardian address

4th Deputy/Guardian address

2nd Deputy/Guardian address

#### How we use your personal information

Here's a summary of how your information may be used and shared by Clydesdale Bank PLC (trading as Virgin Money).

For further details, including how your information may also be used by fraud prevention agencies and credit reference agencies together with your data protection rights, please see our website at [virginmoney.com/privacy](http://virginmoney.com/privacy) or visit any of our Stores.

#### Using your information

The personal information you give us, or that we collect or create, will be used in a number of ways throughout the time you're a deputy/guardian. We'll use it to:

- Check your identity and eligibility.
- Manage the customer's account(s) and your relationship with us.
- Prevent financial crime and the funding of terrorism.
- Assess risk.
- Help recover any money that might be owed to us.
- Improve our services and computer systems.
- Identify other products and services that you may find useful. (But we'll only contact you if you're happy to hear from us.)
- Manage and organise our business.

The information we ask for when we add you as Deputy/Guardian to this account is used to:

- Check your identity and eligibility.
- Manage the customer's account(s) and your relationship with us.
- Prevent financial crime and the funding of terrorism.
- Assess risk.

You don't have to give us any of this information but if you don't provide all of it, we won't be able to deal with your application.

## Sharing your information

We'll regularly share your information with credit reference agencies. We do this to check your identity and eligibility.

We'll also share your information with fraud prevention agencies who will use it to prevent and detect fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. We and fraud prevention agencies may also allow law enforcement agencies to access and use your information to detect, investigate and prevent crime.

Both credit reference and fraud prevention agencies may link your information to the information of a joint applicant, spouse or other financial associates.

Where we need to, we'll share information with UK or overseas tax authorities. We may also share information within our group of companies or with our commercial partners. Some information will be held and used outside the European Economic Area (EEA).

For details of the credit reference and fraud prevention agencies we use and the companies within our group, please see our website at [virginmoney.com/privacy](http://virginmoney.com/privacy) or visit any of our Stores.

## Holding your information and your rights

We'll hold your information for as long as necessary to manage your relationship with us and to meet our legal and regulatory obligations.

You can always ask for a copy of any information we hold about you. And if you spot any errors, we'll correct them. You may also be able to ask us for some or all of your information to be deleted, or to limit the way we use it. Full details of all of your rights can be found on our website at [virginmoney.com/privacy](http://virginmoney.com/privacy) or by visiting any of our Stores.

If you're unhappy with the way we're using your information, please talk to us so we can try to sort it out. If this doesn't fix it, you can write to our Data Protection Officer at Virgin Money, Jubilee House, Gosforth, Newcastle upon Tyne, NE3 4PL or contact the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to make sure organisations handle your information correctly. You'll find further details, including how to contact the ICO at [ico.org.uk](http://ico.org.uk).

You declare that you are entitled to disclose information about all joint applicants and/or anyone else referred to by you.

## Confirmation

If there is more than one Deputy/Guardian all must read and sign this confirmation. The Deputy(ies)/Guardian(s) are signing on behalf of the donor.

1. I/We confirm that the information contained within this form is true. If false or inaccurate information is provided and fraud is identified, details will be shared with fraud prevention agencies and this information may be accessed and used by law enforcement to prevent fraud and money laundering.
2. I/We hereby confirm that the donor is a permanent UK resident, subject to UK tax legislation (Channel Islands and Isle of Man excluded) and I/we undertake to advise Virgin Money of any changes in this status.
3. I/We acknowledge that I/we will receive a copy of the terms and conditions of the account(s) and agree to be bound by them.

## Signatures

1st Deputy/Guardian

Date (dd/mm/yyyy)

2nd Deputy/Guardian

Date (dd/mm/yyyy)

3rd Deputy/Guardian

Date (dd/mm/yyyy)

4th Deputy/Guardian

Date (dd/mm/yyyy)

Please send the completed and signed form to:

**Freepost Virgin Money, NEA 3780, Newcastle upon Tyne NE3 4ZE**

or hand it in at your local Virgin Money Store.

\*We are here from 9am to 5.30pm Monday to Friday, 9am to 1pm Saturday. Calls to 03 numbers cost the same as calls to 01 or 02 numbers and they are included in inclusive minutes and discount schemes in the same way. Calls may be monitored and recorded.

Clydesdale Bank PLC (trading as Virgin Money) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. (Financial Services Register No. 121873). Clydesdale Bank PLC Registered in Scotland (No. SC001111). Registered Office: 30 St. Vincent Place, Glasgow G1 2HL