**Confirmation of a change to contact details**

If the contact details we have on file have now changed, please enter the correct details below so that we can update our records.

Please return this completed form to [nhsbsa.esgqueries@nhs.net](mailto:nhsbsa.esgqueries@nhs.net)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised Signatory** | | | |
| **Name** |  | | |
| **Job title** |  | | |
| **Address** |  | | |
| **Telephone number** |  | **Email address** |  |

Signed: Date:

(Authorised Signatory only)

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Finance Officer** | | | |
| **Name** |  | | |
| **Job title** |  | | |
| **Address** |  | | |
| **Telephone number** |  | **Email address** |  |

Signed: Date:

(Chief Finance Officer only)

|  |  |  |  |
| --- | --- | --- | --- |
| **Day-to-Day Contact** | | | |
| **Name** |  | | |
| **Job title** |  | | |
| **Address** |  | | |
| **Telephone number** |  | **Email address** |  |

**Confirmation of a change to bank details**

If the bank details we have on file have now changed, please enter the correct details below so that we can update our records.

Please return this completed form to [nhsbsa.esgqueries@nhs.net](mailto:nhsbsa.esgqueries@nhs.net)

|  |  |  |
| --- | --- | --- |
| Bank/Building Society name | |  |
| Bank/Building Society branch address (where account is held) |  | |
|  | |
|  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank/Building Society account number (8 digits) |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Roll or ref number  (Building Society accounts only) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Bank/Building  Society sort code |  |  |  |

|  |  |
| --- | --- |
| Bank/Building Society account in the name of |  |

Signed: Date:

(Authorised Signatory only)