

Name: \_\_\_\_\_

Sterling Umbrella Ref: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

**I would like to change**

Security Password	<input type="checkbox"/>	Payment Details	<input type="checkbox"/>	Nominated Person	<input type="checkbox"/>
How I receive my payslip	<input type="checkbox"/>	How I receive communication from Sterling Umbrella		<input type="checkbox"/>	
Phone Numbers	<input type="checkbox"/>	Permanent Address	<input type="checkbox"/>	Mailing Address	<input type="checkbox"/>

To maintain security and to activate changes, please state the 1st, 3rd, and 5th characters of your **CURRENT** password:  
 1st:  3rd:  5th:

**1. Security Password**

If you would like to change your current password;

Please state here the NEW password: \_\_\_\_\_ Confirm password: \_\_\_\_\_

Your security password must be less than 10 characters. We may contact you to confirm your identity if you have changed your password. Your password must be given each time you contact us.

**2. New Payment Details**

To change your payment details please state the last 4 digits of the account we currently make payments to:

Please state new bank details below;

Name of bank/building society: \_\_\_\_\_ Branch location: \_\_\_\_\_

Sort code:  -  -  Account number:

Roll number (if applicable): \_\_\_\_\_ Name of account holder: \_\_\_\_\_

Please note; If you have provided details that relate to an account not held in your name e.g. spouse, and the relationship between you and the account holder breaks down, Sterling Umbrella can not be held responsible for any payments to the nominated account.

**3. Nominated person**

You can nominate a second person to contact us on your behalf. This may mean your personal and financial details will be discussed with this person. To ensure your details are kept secure we will ask the nominated person to state your security password at the start of any call. Should you no longer want the nominated person to contact us on your behalf, you must contact us immediately so that the nominated person can be removed from our system.

"In accordance with the Data Protection Act, I authorise;  to contact Sterling Umbrella on my behalf. I understand that it is my responsibility to remove this authorisation should I no longer want this nominated person to contact Sterling Umbrella on my behalf."

**4. Receiving payslips**

If you wish to change the method in which you receive remittances, please state below the NEW method;

By email:  By post:  Email address: \_\_\_\_\_

Please note: there is a charge of £1 per duplicate payslip

**5. Receiving communications**

If you wish to change the method in which you receive communications from us e.g. newsletters, please state below;

By email:  By post:  Email address: \_\_\_\_\_

**6. Phone Numbers**

If you wish to change the telephone/mobile number we use to contact you, please supply the new number(s) below:

Home telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_



### 7. Permanent Address

If you wish to change the permanent address we hold on file for you, please supply the new details below:

Permanent address:

Town/City:

Postcode:

### 8. Mailing Address

If you wish to change or inform us of a new mailing address for you, please supply the details below:

Mailing address:

Town/City:

Postcode:

### 9. Declaration

"I declare that the information I have provided is correct and I understand that it is my responsibility to inform Sterling Umbrella of any changes to my personal, payment, assignment or agency details as soon as possible."

Signed:

Date:

Contact number: