

>> Change of legal name

Complete the relevant sections below to update your legal name. Please note – in all cases **Section D** must be signed by the individual completing the change of name request.

@ Email – you can scan and email the completed form from your business email domain to bpmcustomercorrespondence@barclaycard.co.uk

Post – you can post the completed form to: **Barclaycard Commercial, PO Box 4000, Wigston, LE18 9EN**
For email and postal changes the update will be completed within three working days of receipt of request.

A) Business details – mandatory

Company name	
Company address	
	Postcode
16-digit company account number	Company telephone number

B) Change of name request

Please complete the below section detailing your previous name and new legal name.

Previous name	New name
Title Mr Mrs Miss Ms Other	Title Mr Mrs Miss Ms Other
Full first and middle name	Full first and middle name
Surname	Surname
Please provide the 16-digit account number for any additional accounts that require the same update	

C) Documentation we require you to provide

Please can you ensure that you send us a certified copy of the relevant documentation so that we can complete your request:

- if you're changing your name by deed poll – deed poll certificate
- if you're changing your name through marriage – marriage certificate
- if you've recently gone through a divorce, dissolution or separation – decree absolute / deed poll certificate / final divorce order / judicial separation order / dissolution order / separation order
- if we've incorrectly captured your name for any reason – valid identification (passport or driving licence)

If we require anything further from you we'll contact you.

D) Authorisation – this section must be signed by the individual completing the change of name request

Title Mr Mrs Miss Ms Other	Signature x
Full first and middle name	
Surname	Date / /