

## >> 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 **cbc.customer@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	
<input type="text"/>	
Company address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>
16-digit company account number	Company telephone number
<input type="text"/>	<input type="text"/>

### B) Change of name request

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

#### Previous name

#### New name

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Full first and middle name	Full first and middle name
<input type="text"/>	<input type="text"/>
Surname	Surname
<input type="text"/>	<input type="text"/>
Please provide the 16-digit account number for any additional accounts that require the same update	
<input type="text"/>	

### 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 – decree absolute / deed poll certificate
- 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 <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	<input type="text"/>
Full first name and initials	
<input type="text"/>	
Surname	
<input type="text"/>	Signature <b>X</b>
	Date <input type="text"/> / <input type="text"/> / <input type="text"/>