

## FIFE PENSION FUND

### NOTIFICATION OF BANK DETAILS

**IMPORTANT** – To ensure no unauthorised person is attempting to advise the account your pension is paid into you must complete and return this form enclosing documents dated within the last three months for the following:

1. Proof of bank account details, and
2. Proof of address

Please see overleaf for a list of acceptable documents.

If you are already in receipt of your pension, you can change your bank details online by registering for our secure member self-service website at [pension.fife.gov.uk/home/registration/sign-up.html](http://pension.fife.gov.uk/home/registration/sign-up.html) .

Contact Details											
<b>National Insurance Number:</b>				<b>Title:</b> (Delete as appropriate)				Mr/Mrs/Miss/Ms/Dr			
<b>Forename:</b>			<b>Surname:</b>								
<b>Address:</b>											
								<b>Post Code:</b>			
<b>*Contact Telephone Number:</b>											
<b>*Email Address:</b>											
<b>*It is not essential to provide this information but would be useful should we need to contact you</b>											
Bank Details – Pension Payments											
Your pension will be paid directly into your bank or building society account on the 15 <sup>th</sup> of each month.											
<b>Name of Bank or Building Society:</b>											
<b>Address:</b>											
<b>Sort Code:</b>					<b>Account Number:</b>						
<b>Roll Number/Reference Number (If Applicable):</b>											

*Fife Council is required by law to protect the public funds it administers. We may use any of the information you provide to us for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. This includes the Cabinet Office, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, Audit Scotland and the Police. Any identified or suspected fraud will be investigated by the Council and where appropriate reported to Police Scotland to investigate.*

Declaration			
I confirm the information I have provided is accurate and correct and I understand the above statement regarding my personal information.			
<b>Signed:</b>		<b>Dated:</b>	

Please note that we require copies of documentation listed below which are **dated within the previous three months**.

Accepted Proof of bank account details (provide one)

- Bank statement\*
- Letter from Bank confirming new account details

Accepted Proof of address (provide one)

- Home Utility Bill (e.g. Gas, Electricity)
- Council Tax Bill (current financial year)
- Council / Housing Association Rent Book / Statement / Letter
- Mortgage Statement
- Credit Card Statement
- Television Licence
- HMRC letter
- DWP letter
- Letter from Care or Residential Home
- Letter from NHS

\*Please note that although your bank statement may show your home address, we require a separate document as confirmation of your address.

Please email a scanned copy or photo of the completed form, proof of identity and bank details to [pensions.section@fife.gov.uk](mailto:pensions.section@fife.gov.uk) or send the paper copies to Fife Pension Fund, Fife Council, Fife House, North Street, Glenrothes, Fife. KY7 5LT