**Notification of change in details**

# Use this form to notify us of any changes in your details. When you have completed the form, print it off, sign it and send it to: Universities Superannuation Scheme Limited, Royal Liver Building, Liverpool, L3 1PY

**Please complete this form using BLOCK CAPITALS**

**Notification of change in details**

Are you in receipt of a USS pension? Yes  No  **If Yes, go to Section A, if No, go to section B**

# Section A

Pensioner number Title

Surname First names

Date of birth Marital status

**Section B**

National Insurance number Title

Surname First names

Date of birth Marital status

**New member details**

New title New first names

New surname Previous surname

Marital status

**Changing bank details (pensioners only)**

**Current bank details**

Bank name Branch name

Account name Sort code

Account number Reference

Address

Postcode

**Continued overleaf**

**Changing bank details continued (pensioners only)**

**New bank details**

Bank name Branch name

Account name Sort code

Account number Reference

Address

Postcode

\*Your bank account for receipt of your USS pension must be held wholly or jointly in your name. If you have any queries please email [payroll@uss.co.uk.](mailto:payroll@uss.co.uk)

# Changing address details

**Current address details**

Address

Postcode

**New address details**

Address

Postcode

**Declaration**

To Universities Superannuation Scheme Limited (USS): I confirm that the above details have changed and, where appropriate, have attached the relevant supporting documentation.

Name Position

Signed Date

**Data Protection**

Universities Superannuation Scheme Limited takes its obligations under the General Data Protection Regulation (GDPR) seriously and has appropriate procedures in place to ensure your personal data and rights are protected. Your personal data will only be used for the purpose of administering the scheme. Where necessary we may disclose your personal data to your employer and our appointed third parties. We will retain your personal data for no longer than is necessary in line with our policies. Find out more about how we collect and process your personal data, protect your privacy, and how you can contact our data protection officer, by visiting [uss.co.uk/privacy-notice](https://www.uss.co.uk/privacy-notice).

For a glossary of our terms please see more information on our [important terms](https://www.uss.co.uk/about-us/how-were-governed/key-names-and-important-information) page.