



CHANGE OF NAME AND / OR MARITAL STATUS FORM

This form can be used to tell the Scheme Administrator of a change of name and/or marital status.

Please complete Section 1 and Section 2 in BLOCK CAPITALS and return to:

MPS, Hartshead House, 2 Cutlers Gate, Sheffield, S4 7TL

Section 1: Member details & declaration

(This section must be completed & signed by the Member or Appointed Personal Representative or Power of Attorney)

Full name

Pension reference number

National Insurance number

I request the Scheme Administrator to make the changes requested by me, or on my behalf, as set out below.

Declaration Signed by:

Member

Signature:

Position of signatory, if not the Member

Please circle the position that applies to you

Personal Representative / Power of Attorney

**Personal Representative
or Power of Attorney**

Full name (IN CAPITALS):

Signature:

Date

Section 2: Changing name and / or marital status

Date of change

New name

Reason for change

Copy certificate attached

Married / civil partnership	<input type="checkbox"/>	Marriage / civil partnership certificate	<input type="checkbox"/>
Change of name (other than by marriage)	<input type="checkbox"/>	Deed Poll	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Decree Absolute	<input type="checkbox"/>
Death of spouse, now widow/widower	<input type="checkbox"/>	No certificates required	<input type="checkbox"/>

This Form will be scanned and held electronically and securely by the Scheme's Administrator under the terms of the Data Protection Act 1998 ("the Act") and will only be made available to persons entitled under the Act to view it.

Contact the Scheme Administrator:

Telephone: **0333 222 0077**

Email: **mps@capita.co.uk**