



# Notification of change in details

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

## Member status

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

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## Section A

Pensioner number \_\_\_\_\_ Title \_\_\_\_\_  
Surname \_\_\_\_\_ First names \_\_\_\_\_  
Date of birth (DD/MM/YYYY) \_\_\_\_\_ Marital Status \_\_\_\_\_

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## Section B

National Insurance number \_\_\_\_\_ Title \_\_\_\_\_  
Surname \_\_\_\_\_ First names \_\_\_\_\_  
Date of birth (DD/MM/YYYY) \_\_\_\_\_ Marital Status \_\_\_\_\_ Member number \_\_\_\_\_

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## Changing member details

### New member details

New title \_\_\_\_\_ New first names \_\_\_\_\_  
New surname \_\_\_\_\_ Previous surname \_\_\_\_\_  
New marital status \_\_\_\_\_

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## Changing bank details (pensioners only)

### Current bank details

Bank name \_\_\_\_\_ Branch name \_\_\_\_\_  
Account name \_\_\_\_\_ Sort code \_\_\_\_\_  
Account number \_\_\_\_\_ Reference \_\_\_\_\_  
Bank address \_\_\_\_\_  
Postcode \_\_\_\_\_

## Changing bank details continued (pensioners only)

### New bank details

Bank name \_\_\_\_\_ Branch name \_\_\_\_\_

Account name \_\_\_\_\_ Sort code \_\_\_\_\_

Account number \_\_\_\_\_ Reference \_\_\_\_\_

Bank 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).

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## Changing address details

### Current address details

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

### New address details

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

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## 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 \_\_\_\_\_

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## 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://uss.co.uk/privacy-notice).

For a glossary of our terms please see more information on our [important information](#) page.