

# Change my correspondence address



Name(s) of borrower(s)

  

Mortgage account number(s)

Mortgaged property address

  
  
 Postcode

Correspondence address

  
  
 Postcode

Is the mortgage:  
Residential?

Buy to Let?

If you have a residential mortgage, please let us know why you want to change your correspondence address.

  
  

### If your mortgage is in joint names:

We add a privacy alert if the correspondence addresses are different. This helps us to keep your details confidential from the other borrower(s) on the mortgage. It means we can't upload any documents to your mortgage hub as these can be seen by everyone who has registered.

Tick this box if you're happy for us to remove the privacy alert and share your personal data with the other borrower(s).

All borrowers must give their consent before the alert can be removed. If the joint borrower doesn't sign below, we'll send them a letter asking for their consent.

### You must sign this form with a black pen if you're:

- The person(s) changing address
- Happy for the privacy alert to be removed.

I/we confirm that Bank of Ireland's records are to be updated as outlined above, effective immediately.

Signed

Signed

Date

 /  / 

Date

 /  / 

We'll ask you to provide proof of ID if we don't have a copy of your signature, or your signature doesn't match our records.

### Please complete this form and return it:

- Online - if you've been in touch and we've sent you a link
- By email - [mortgage.services@boiplus.co.uk](mailto:mortgage.services@boiplus.co.uk)
- By post - Mortgage Customer Services Department, Bank of Ireland, PO Box 3191, 1 Temple Quay, Bristol, BS1 9HY

## **Need documents in large print, Braille, audio, screen reader format, or on coloured paper? Just let us know.**

Your personal information will only be used to contact you in regards to the information provided. If you would like to know more about how we ensure your privacy, how we handle your personal information and what your rights are, you will find more information in our Privacy Notice on [bankofirelanduk.com/PrivacyNotice](http://bankofirelanduk.com/PrivacyNotice) or by contacting us to ask for a copy.

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Bank of Ireland UK is a trading name of Bank of Ireland (UK) plc which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 512956. You can confirm our registration on the FCA's website ([fca.org.uk](http://fca.org.uk)) Bank of Ireland (UK) plc is registered in England & Wales (No. 7022885), 45 Gresham Street, London, EC2V 7EH. Website: [bankofirelanduk.com/mortgages/existing-customer/](http://bankofirelanduk.com/mortgages/existing-customer/)

Full list of directors available on the website at [bankofireland.com](http://bankofireland.com)

To find out if your mortgage is with Bank of Ireland Mortgages or Bank of Ireland UK, or if you have any queries relating to our UK mortgage products or services, please contact our UK administration centre at:- Bank of Ireland, PO Box 3191, 1 Temple Quay, Bristol, BS1 9HY. Telephone: (0117) 979 2222.