

# Personal details form

## Information form

### About this form

Fill in this form if, for example you:

- Are opening a new account and are new to Barclays
- Have a shareholding of 10% or more in your business or organisation
- Are a sole signatory on an existing account
- Are sole administrator on an account for internet banking
- Have changed your details (e.g. your name)

### How to fill in this form

- Please tick the boxes that apply like this
- Leave boxes blank if they don't apply to you
- If you make a mistake please print a fresh page
- Do not use correction fluid
- Keep a copy for your records

### This form has three sections:

1. About you<sup>1</sup>
2. Your declaration
3. Identification

### Please check that:

- You have answered all the questions
- You have attached any other documents we have asked for

<sup>1</sup> Please refer to [www.home.barclays/fatca.html#forms](http://www.home.barclays/fatca.html#forms). If you have any questions about how to complete tax related parts of this section, please contact your tax adviser or local tax authority

## Section 1. About you

Title

Mr  Miss  Mrs  Ms  Other – please specify

Gender

Male  Female

First name(s)

Middle name(s)

Last name(s)

Previous first name(s) or last name(s) i

Date of birth

Town/city of birth *(required for application submission)*

Country of birth *(required for application submission)*

Telephone

Personal email

Your home address

Building name/no:	Street:
Town:	County:
Country:	Postcode: <input type="text"/>

Date you moved in

Previous home address *(if you have been in your current home for less than three years)* i

Building name/no:	Street:
Town:	County:
Country:	Postcode: <input type="text"/>

Date you moved in

Country of permanent residence

Country of nationality

For dual or multi nationality, please give details

Mother's maiden name *(for security purposes)*

Registered name of company (or organisation) with Barclays account

Account number (if known)

Sort code (if known)

Your capacity/position in the business +

i Please include any other names you are, or have been, known as.

i If you have had more than one previous address in the last three years, please attach a signed, numbered continuation sheet. You must provide **all** your addresses from the last three years.

+ Refer to the possible options shown in the Common Reporting Standard (CRS) notes on type of controlling person at the end of this form.

Are you a direct or indirect beneficial owner or shareholder in the business? **+**

No  
 Yes – Please give the %   
  %

Do you have any other occupation or hold any position in any other business or organisation?

No  
 Yes – Please give details

Are you an existing client of Barclays PLC?

No – Please go to Tax Residence information below  
 Yes – Please go to the next question

As an existing client do you maintain, or are you party to, another account (business or personal)?

No  
 Yes – Please give details   
 Name of branch  Account number   
 Name of account  Sort code

**+** If you ticked 'Yes' to this question you must complete the Tax Residency information section on this page; if you ticked 'No' you may omit it.

**Tax Residence information** – to be completed by sole traders and controlling persons of entities that are classified as a Passive NFE or an investment Entity located in a non-participating CRS jurisdiction and managed by another financial institution

Are you a US Person? **i**

Yes  No

**i** US Persons should complete and enclose a W-9 form with this application.

Country of Tax Residence  Tax Identification Number (TIN)

Reason TIN not provided – Please choose one of the options OR complete the reason below **▼**

I will supply TIN within 30 days  Tax jurisdiction does not provide a TIN or equivalent  
 I have recently moved countries and do not yet have a TIN

If you have more than four tax residencies, please provide the additional information separately..

Country of Tax Residence  Tax Identification Number (TIN)

Reason TIN not provided – Please choose one of the options OR complete the reason below **▼**

I will supply TIN within 30 days  Tax jurisdiction does not provide a TIN or equivalent  
 I have recently moved countries and do not yet have a TIN

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I will supply TIN within 30 days  Tax jurisdiction does not provide a TIN or equivalent  
 I have recently moved countries and do not yet have a TIN

## Section 2. Your declaration

I confirm that:

- I have examined the information on this form and to the best of my knowledge and belief it is true, correct and complete;
- I agree to the contents of the *Information about you* document (ref: 9901743COM), i and the section entitled "Using information about you" of the *Regulatory Information Guide*, which describes the checks and searches Barclays may carry out and how Barclays will store and process my personal information;
- I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with the recipient financial institution (Recipient);
- I authorise the Recipient to provide, directly or indirectly, to any relevant tax authorities or any party authorised to audit or conduct a similar control of the Recipient for tax purposes, a copy of this form and to disclose to such tax authorities or such party any additional information that the Recipient may have in its possession that is relevant to my qualification for any benefits claimed on the basis of this Declaration;
- I acknowledge and agree that information contained in this form and information regarding income paid or credited to or for the benefit of the account(s) set out above may be reported to the tax authorities of the country in which such income arises and that those tax authorities may provide the information to the country or countries in which I am resident for tax purposes;
- I authorise the Recipient to provide, directly or indirectly, a copy of this form and information regarding income paid or credited to or for the benefit of the account(s) set out above to: (i) any person that has control, receipt, or custody of income to which this form relates; (ii) any person that can disburse or make payments of income to which this form relates; or (iii) any party authorised to audit or conduct a similar control of aforementioned persons for tax purposes;
- I certify that I am the Controlling Person (or am authorised to sign for the Controlling Person of all the income to which this form relates);
- If signing on behalf of the Controlling Person, I undertake to notify the Controlling Person of the completion of this form and that their details may be reported to the tax authorities of the country in which they are resident for tax purposes;
- I undertake to notify the Recipient within 30 days of any change in circumstances which causes my tax residency information or the tax residency information of any Controlling Person to become incorrect and to provide a suitably updated form within 30 days of such a change.

At Barclays we believe that part of providing an excellent service is to occasionally make you aware of service improvements and new products that could make your banking easier and might save you money. From time to time we may also send you information from our specially selected partners, but we will never disclose your details to anyone outside of our Group for their marketing purposes.

You can change your mind at any time: just contact your Relationship Manager/Team, or visit your local branch. Please tell us your communication preference if you would prefer we did NOT contact you via:

Mail  Email  Telephone  SMS/MMS

Signature – please ensure signature remains inside the box i

Print Name

Date

D	D	M	M	Y	Y	Y	Y
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Have you signed this form on behalf of the Official or a shareholder?

No

Yes – Please indicate the capacity in which you have acted and your full name and residential address ▼

Capacity

Full name

Residential address

Building name/no:	Street:
Town:	County:
Country:	Postcode:


i If you need an *Information about you* document and/or a *Customer Agreement* please ask your Relationship Team.

i By law we are required to positively identify you. We will ask you to complete this form if you are not known to Barclays and sometimes if you are already known to Barclays to ensure that the data we hold for you is still current and correct.

We will be unable to take instructions from you until we have checked your details.


## Section 3. Identification

### Verification

We may also need to verify your details. If we ask you to do this, please take one of the following documents to your local Barclays so the staff there can certify it. 

- Your current full passport.
- National Identity card (photo version only).
- Current full driving licence.

We may also need to confirm your current permanent address by checking a utility bill, bank statement or council tax bill with your address on it. Your Relationship Team will be able to give you more details.

 If you do not have any of these documents, please ask your Relationship Team about alternative forms of identification that we will accept.

### For the Bank to fill in

Please certify the ID document the client has brought in.

Please check the correct procedure for certifying ID with your manager.

Your name

Staff number

Your branch

Your contact phone number

Type of ID you certified (e.g. passport, driving licence)

### CRS – Notes on type of controlling person

The capacity/position of a beneficial owner/director is selected from this list:

- An entity or other legal person – control by ownership
- An entity or other legal person – control by other means
- An entity or other legal person – senior managing official
- A trust – settlor
- A trust – trustee
- A trust – protector
- A trust – beneficiary
- A trust – other
- A legal arrangement (non-trust) – settlor equivalent
- A legal arrangement (non-trust) – trustee equivalent
- A legal arrangement (non-trust) – beneficiary equivalent
- A legal arrangement (non-trust) – other equivalent

You can get this in Braille, large print or audio by calling 0800 400 100\* (via Text Relay if appropriate) and quoting item reference number 9909973COM or by ordering online from [barclays.co.uk/accessibleservices](https://www.barclays.co.uk/accessibleservices)

\*Lines are open 7 days a week 7am to 11pm. To maintain a high quality of service we may monitor or record phone calls. Calls to 0800 numbers are free if made from a UK landline.

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Item Ref: 9909973COM. Revised December 2015.