

Correspondence address



What is a correspondence address?

This is an alternative address for mail to be delivered to which is not your home address. If you choose to set up a correspondence address, we will keep a record of this as well as your home address which we must also keep on file.

How we will use your correspondence address

We will use your correspondence address where we contact you by letter regarding a specific account.

In instances where we write to you not regarding a specific account, for example a change to our terms and conditions, we will write to your home address.

How do I set up a correspondence address if I haven't already?

If you'd like to set up a correspondence address or have any questions you can contact us by:

- visiting your local branch
- posting your signed instructions to our head office address using the free post address "SKIPTON BUILDING SOCIETY FREEPOST".

Please note where you provide written instructions, your signature must match the signature held on our records. If your signature doesn't match we may request identification.

Call in **branch** | Talk to us today **0345 850 1700** | Visit **skipton.co.uk**