

# Change of address notification



FUNERAL  
PLANNING  
SERVICES

If you are the plan holder and you have changed your address, please complete Section A. (Your correspondent can complete and sign this for you if necessary).

If you are the correspondent and you have changed your address, complete Section B.

If you are advising us of the plan holder's change of address but you are NOT the plan holder OR the correspondent, you will need to complete Section A and provide us with proof of your legal right to act on his or her behalf, e.g. a certified copy of the Power of Attorney.

## IMPORTANT

*It is the responsibility of the plan holder, or their correspondent, to inform Funeral Planning Services of any change of address. Funeral costs vary from one area to another so if the plan holder moves to a different area, there may be additional costs involved. We will advise you depending on your requirements.*

## A. Plan Holder - change of address

Plan number  Name of plan holder

New address

New postcode  New telephone number

Date of move  (Do not send this form until you have a definite moving date)

If you are moving (or have moved) to a different area, where would you like the funeral to take place?

Signature  Date

## B. Correspondent - change of address

Plan number  Name of plan holder

Name of correspondent

New address

New postcode  New telephone number

Date of move  (Do not send this form until you have a definite moving date)

Signature  Date

**Once completed, please return this form to:**

**Funeral Planning Services Limited, Flint House, Ipswich Road, Long Stratton, Norwich, Norfolk NR15 2TA**