

<<FirstName>> <<Surname>>  
<<Address1>>  
<<Address2>>  
<<Address3>>  
<<Postcode>>

Bridge House  
152 Pilgrim Street  
Newcastle upon Tyne  
NE1 6SN

13 March 2019  
Certificate number: <exemption ref>

## This letter is available in large print

### About your help with health costs exemption

We are writing to you because we think we might hold some incorrect or out of date details about you.

From time to time we check that the personal details we hold about you and your <<exemption type>> are the same as those held by your GP practice.

We have conducted this check and we couldn't match all your details.

### What this means

You may be at risk of receiving a Penalty Charge if you use your exemption to claim a free prescription or dental treatment.

### Change of circumstances

We know that keeping your information up to date is the last thing on your mind when you change your name or move home, but please help to keep NHS data correct.

### We need you to tell us your:

#### NHS number

Your NHS number is a 10 digit number, for example 485 777 3456

#### First name (forename)

#### Last name (surname)

### Your NHS number

You can find your NHS number on any letter sent to you by the NHS, on your prescriptions or by contacting your GP practice.

### Why it is important?

Your NHS Number is unique to you.

It helps us to identify you correctly and match your details to your records.

## Date of birth

## Address including postcode


## How to contact us

There are 3 ways you can tell us your details:

### 1 Post

Return this form to:

NHS Business Services Authority  
Team 123, Bridge House  
152 Pilgrim Street, Newcastle upon Tyne  
NE1 6SN

### 2 Online

Complete an easy online form:

**www.xxxxxxxx**

### 3 Phone

**0300 330 9291**

Calls will be charged at a local rate.  
Monday to Friday from 8am–6pm,  
and Saturday from 9am–3pm

### Advice in other languages

Interpreter → +44 (0)191 218 1999  
say which language you need.

Tłumacz dostępny przez telefon

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