

Change of bank details - UK

All fields must be completed in full by the Authorised Signatory.
Please fill in the Direct Debit form below which forms part of the change of bank details.

About your business

1

MID number

Ownership Type	Sole Trader	Partnership; No. of Partners:	Private Limited Company	Public Limited Company
	Limited Liability Partnership	Charity	Other (please specify):	

Trading (DBA) name

Phone number	Mobile number	Email
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Bank account details

2

Existing bank account details

Bank name	Account name (must match Trading DBA/Legal name)		
Sort code	Account number	IBAN	SWIFT/BIC Code

New bank account details

Bank name	Account name (must match Trading DBA/Legal name)		
Sort code	Account number	IBAN	SWIFT/BIC Code

New bank account details to be used for	Deposit (Payments credited into you bank account)	Billing/Chargeback (Payments to be debited from your bank account)	All
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Proof of new bank account details


3

To verify your new bank account details, you will need to provide the following documents.

- 1) Proof of new bank account - this can be a copy or scan of one of the following documents:
 - Voided cheque
 - Bank statement dated within last 3 months (this can be online statement, providing it shows the full account details and web address of the bank)
 - Letter from the bank to confirm your new bank account details
- 2) Photo ID with signature - Passport or driver's licence of the authorised signatory
- 3) Completed Direct Debit form (on next page)

Signature

4

Authorised signatory (Please sign the form before submission) 	Full Name & Title (Please complete in capital letters)
	Position in business

Please send the completed Change of Bank details form, Direct Debit form and proof of new bank details documents to:

Post: Elavon Merchant Services, PO Box 466, Brighton BN50 9AW, United Kingdom
Email: mfm@elavon.com

Please complete sections 1 - 4 in block capitals using a ball point pen -
Do not staple forms together. Please return with your completed
Application form.



1. Name(s) of account holder(s)

Originator's Identification Number

9 7 7 3 0 4

2. Bank/Building Society account number

Branch sort code

3. Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

Postcode

4. **Signature(s)**

Date



Banks and Building Societies may not accept Direct Debit instructions from some types of accounts

This guarantee should be detached and retained by you, the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme, the efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Elavon Financial Services DAC will notify you within seven working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Elavon Financial Services DAC or your Bank Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You may cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

