

# Change your bank details

## Merchant Services Account

### Your business details

Your business trading name:

Your business legal name:

### Merchant ID Number(s) (MID)

Please tell us all the MIDs that you want the change to apply to. List any extra MIDs on a separate sheet.

  
  
  

  
  
  


### New bank details

Please leave blank if there are no changes.

### Deposits

#### Current

Bank name:

Account name:

Sort code:

Account number:

#### New

Bank name:

Account name:

Sort code:

Account number:

### Charges and billing

#### Current

Bank name:

Account name:

Sort code:

Account number:

#### New

Bank name:

Account name:

Sort code:

Account number:

To change your bank details we'll need:

1. One copy of an original document from the list below dated within three months. Make sure it includes the name of the legal entity\* of the bank account.

It can be any of these:

- ☐ Void cheque
- ☐ Paying in slip
- ☐ Bank statement
- ☐ Bank welcome Letter

#### 2. A Direct Debit Mandate

A completed direct debit mandate for each merchant ID being changed

#### 3. A branded business document

A copy of your business letterhead

\*Bank account legal entity must match that of the Merchant Services Account.

### So far so good?

1. We'll need all of the documents we've asked for above. If any are incorrect or missing, we won't be able to change your bank details.
2. We may need to do a few extra security checks before we can make a change to your bank account details.

### Sign

To change your bank details, we'll need the business owner, director or partners to sign this form.

Signature:

Print name:

### Date

Day  Month  Year