

## Please send the completed form to:

Account Details Unit: Victory House, 5th Avenue, Gateshead NE11 0EL

## When do I use this form?

You'll need to complete this form if you've made any of the following changes to your business:

- Your bank account details have changed but your other business details remain the same

## Important

If the legal entity of your business has changed, e.g., you've moved from a sole trader to a partnership or a limited company, please call us on 0345 761 6263

To avoid delays to receiving funds, please do not close your current Merchant Bank Account until we have confirmed that we have accepted the change of account details you are requesting in this form and we have started settling funds to your new Merchant Bank Account.

## What do I need to do?

You'll need to provide the following information:

- Bank Account Details
- Proof of Bank Account (this MUST be an **original** version of one of the following documents: paying in slip, void cheque or a bank statement)
- Completed Direct Debit Mandate

## Section 1. About your Business

Customer Number

Type of business

Sole Proprietor

Partnership

Limited Company/LLP

Plc.

Other e.g. Charity, Trust

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Legal Name			Landline Number	Mobile Number	
Trading Name			Email		
Trading Address			Website		
		Postcode	Registered Number (if Ltd Company or Charity)	VAT Number	

## Section 2. Bank Account Details

Which account details would you like to change? Charges  Settlement  Both  Date changes will be effective from

Existing account details

Bank Name	Account Name	Sort Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New account details

Bank Name	Account Name	Sort Code	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Name should match the Legal Name from Section 1

## Section 3. Proof of Bank Account

Please attach and enclose proof of your new business bank account details. This MUST be an **original** version of one of the following:

- Paying in slip
- Void cheque
- Bank statement (this can be an online printed version providing it shows the url/web address)

## Signed for and behalf of the Customer

Authorised signature
<input type="text"/>
Name
<input type="text"/>
Position held (Director/Partner/Owner/Trustee)
<input type="text"/>
Date
<input type="text"/>

Please fill in the whole form using a ball point pen  
and send it to:

Worldpay  
Victory House, 5th Avenue  
Gateshead  
NE11 0EL

Service User Number:

2 7 7 4 7 5



Name(s) of Account Holder(s):

FOR WORLDPAY (UK) LTD OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society.

**ACQUIRING**

CSR

Bank/Building Society account number:

Branch Sort Code:

Name and full address of your Bank or Building Society:

To: The Manager	Bank/Building Society
Address	
Postcode	

## Instruction to your Bank or Building Society

Please pay Worldpay (UK) Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Worldpay (UK) Ltd and if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Reference

Banks and building societies may not accept Direct Debit Instructions for some types of account.

This guarantee should be detached and retained by the Payer.

### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Worldpay (UK) Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Worldpay (UK) Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by Worldpay (UK) Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.  
– If you receive a refund you are not entitled to, you must pay it back when Worldpay (UK) Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

