

**PLEASE COMPLETE ALL SECTIONS**

Please print, complete, sign and send form by email to: **MRADU@fisglobal.com** or alternatively send by post to; Account Details Unit, Victory House 5th Avenue, Gateshead, NE11 0EL

**IMPORTANT**

If the legal entity of your business has changed, e.g. you've moved from sole trader to a partnership or a limited company, please call us on +44 0345 761 6263.

**Section 1. About your Business**

Business type (e.g. Partnership, Ltd., Charity)

Company ID

Outlet ID

Email address\*

Legal name of business

Mobile number\*

Business address

Postcode

VAT number

\*By providing this information, you agree that we can use these to contact you with updates regarding the processing of your application.

**Section 2. Bank Account Details**

**Existing charging account details**

Bank Name

Sort Code

Account Name

Account Number

**New account details**

Which account details would you like to change?

Charging

Settlement

Both

Bank Name

Sort Code

Account Name

Account Number

Please note account name must exactly match the Legal name of business from Section 1.

**What do I need to do?**

You'll need to provide the following information:

1. Completed and signed **SEPA Direct Debit** mandate
2. One proof of bank account

**What is acceptable proof?**

- Paying in slip, Void cheque
- Bank statement
- Clear screen-shot of online bank statement showing a secure URL

Please note without the correct proof of bank account we are unable to make any changes. To avoid any delays please provide us with all the requested information. Please refer to the guidance document for additional support.

**Section 3. Signature**

If you have an outstanding balance with Liberis LTD for a business cash advance, by submitting this form you represent and warrant that you are not acting in breach of your terms and conditions governing your business cash advance, and you consent (a) to maintain the split on your new account at the percentage rate previously agreed (b) to us informing Liberis LTD of this change.

Name

Position held

Authorised signature

Date

Company ID – To be completed by Worldpay

Mandate reference – to be completed by the Creditor

By signing this mandate form, you authorise (A) WORLDPAY (UK) LIMITED to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from WORLDPAY (UK) LIMITED. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Please complete all fields marked\*

**Your name:\***

Name of the debtor(s)

**Your address:\*** (Billing address)

House/Building number

Street name

Postcode

City

Country




**Your account number:**

Account number – IBAN\*

SWIFT – BIC

Creditor's name

**WORLDPAY (UK) LIMITED**

Creditor's Identifier

**IE28ZZZ300616**

Street name and number

**THE WALBROOK BUILDING, 25 WALBROOK**

Postcode

City

Country

**EC4N 8AF**

**LONDON**

**UNITED KINGDOM**

Type of payment

**RECURRENT PAYMENT**

**Please sign here:\***

Signature(s)

Date\*



**Note:** Your rights regarding the above mandate are explained in a statement that you can obtain from your bank.

Please return to:

Worldpay  
Account Details Unit  
Victory House  
5th Avenue  
Gateshead  
NE11 0EL  
UK

**Creditor's use only**

Alternatively please print, complete, sign and send this form to  
**MRADU@fisglobal.com**

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**IMPORTANT**

If the legal entity of your business has changed, e.g. you've moved from sole trader to a partnership or a limited company, please call us on +44 0345 761 6263.

**Section 1. About your Business**

Business type (e.g. Partnership, Ltd., Charity)	Legal name of business	<b>Please ensure full legal entity details are completed.</b>
Company ID	Mobile number*	
Outlet ID	Business address	
Email address*	VAT number	Postcode

**Your Worldpay reference & Outlet ID can be found on My Business Dashboard under section Business details or on your invoice.**

\*By providing this information, you agree that we can use these to contact you with updates regarding the processing of your application.

**Section 2. Bank Account Details**

**Existing charging account details**

Bank Name	Account Name
Sort Code	Account Number

**Charging account is the account where your debits are taken from. Settlement account is the account your transactions are paid into.**

**Please clearly mark what account details you wish to change. If the charging and settlement account details are different you will need to complete two change of bank details form.**

**New account details**

Which account details would you like to change?

Charging  Settlement  Both

Bank Name	Account Name
Sort Code	Account Number

**You can provide a clear image or a scanned copy of the documents however we will not accept the following:**

- Picture of debit card
- Transaction receipt
- Mobile banking app screen shot without a secure URL

**What is acceptable proof?**

- Paying in slip
- Void cheque
- Bank statement
- Clear screen-shot of online bank statement showing a secure URL

Please note account details must be the same as those provided in Section 1.

**What do I need to provide?**

1. Completed and signed form
2. One proof of bank details

Please note without the requested information we are unable to process your application for additional support.

**Section 3. Signature**

If you have an outstanding balance with Liberis LTD for a business cash advance, by submitting this form you are not acting in breach of your terms and conditions governing your business cash advance. If you have a new account, please inform us of this change by submitting this form to us informing Liberis LTD of this change.

**Please ensure that the form is signed, electronic signatures will not be accepted.**

Name	Authorised signature
Position held	Date

**This needs to be completed by the Sole trader, Partner or Director.**

### **What happens next?**

Once we have received your request we will review the information submitted to check we have all the necessary information to make the change. If no further information is required we will aim to complete your request within 5 business days.

If we receive incomplete or incorrect information we will be unable to complete the request. We will be in contact with you to let you know what information is required to proceed.