

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 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

VAT number

Postcode

***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

Please tick this box if you currently have a Business Cash Advance for Worldpay Business Finance with an outstanding balance.

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. Complete and sign **Acquiring** Direct Debit mandate
2. Complete and sign **Online payments** Direct Debit mandate (if applicable)
3. 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

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

**Worldpay
Account Detail Unit
Victory House
5th Avenue
Gateshead
NE11 0EL**

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

Name(s) of Account Holder(s):

Name and full address of your Bank or Building Society:

To: The Manager

Bank/Building Society

Address

Postcode

Bank/Building Society account number:

Branch Sort Code:

Reference

Service User Number:

2 7 7 4 7 5



FOR WORLDPAY (UK) LTD OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

ACQUIRING

CSR

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

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

PLEASE TEAR ALONG HERE

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.

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

**Worldpay
Account Detail Unit
Victory House
5th Avenue
Gateshead
NE11 0EL**

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

Name(s) of Account Holder(s):

Name and full address of your Bank or Building Society:

| | |
|----------------------|-----------------------|
| To: The Manager | Bank/Building Society |
| <input type="text"/> | <input type="text"/> |
| Address | |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="text"/> | Postcode |

Bank/Building Society account number:

Branch Sort Code:

Reference

Service User Number:

7 6 8 3 5 4



FOR WORLDPAY (UK) LTD OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

ONLINE PAYMENTS

CSR

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

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

PLEASE TEAR ALONG HERE

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.
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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 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

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

Please ensure full legal entity details are completed.

*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

Please tick this box if you currently have a Business Cash Advance for Worldpay Business Finance with an outstanding balance.

Existing charging account details

Bank Name

Sort Code

Charging Settlement Both

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?

Bank Name

Sort Code

Please note account name must be the same as the account you wish to change.

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 do I need to do?

- You'll need to provide the following information:
1. Complete and sign **Acquiring** Direct Debit mandate
 2. Complete and sign **Online payments** Direct Debit mandate (if applicable)
 3. 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 match the requested information. Please refer to the guidance document for additional support.

Section 3. Signature

If you have an outstanding balance with Libens Ltd and you are not acting in breach of your terms and conditions, please inform Libens Ltd of this change. If you are acting in breach of your terms and conditions, please refer to the guidance document for additional support.

Name

Position held

Authorised signature

Date

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

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

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.