

**PLEASE COMPLETE ALL SECTIONS**

Please print, complete, sign and send form by email to: MRADU@worldpay.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)	Legal name of business
Company ID	Mobile number*
Outlet ID	Business address  Postcode
Email address*	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**

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

**New account details**

Which account details would you like to change? Charging  Settlement  Both

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

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**

Name	Authorised signature
Position held	
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 <input type="text"/>	City <input type="text"/>	Country <input type="text"/>
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**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	EC4N 8AF	City	LONDON
		Country	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:  
 Gateshead Card Centre  
 Victory House, 5th Avenue  
 Gateshead NE11 0EL  
 UK

Creditor's use only

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

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IMPORTANT

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Section 1. About your Business

Business type (e.g. Partnership, Ltd., Charity)	Legal name of business	Please ensure full legal entity details are completed.
Company ID	Mobile number*	
Outlet ID	Your Worldpay reference & Outlet ID can be found on My Business Dashboard under section Business details or on your invoice.	
Email address*	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

Existing charging account details

Bank Name	Name
Sort Code	

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

New account details

Which account details would you like to change? Charging  Settlement  Both

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.

Bank Name	Account Name
Sort Code	Account Number

What do I need to provide?

- You'll need to provide the following:
1. Completed and signed form
  2. One proof of bank account details
- Please note without the above information 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

Section 3. Signature

Name	This needs to be completed by the Sole trader, Partner or Director.	Authorised signature
Position held		
Date		

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.