

Change of bank details - Ireland

All fields must be completed in full by the Authorised Signatory.
Please fill in the Direct Debit form below which forms part of the change of bank details.

About your business 1

MID - Merchant ID number

Type of business Sole Trader Partnership; No. of Partners: Private Limited Company Charity

Other (please specify):

Full Legal Name

Phone number

Mobile number

Email

Bank account details 2

Existing bank account details

Bank name

Account name
(must match Trading DBA/Legal name)

Sort code

Account number

SWIFT/BIC Code

IBAN

New bank account details

Bank name

Account name
(must match Trading DBA/Legal name)

Sort code

Account number

SWIFT/BIC Code

IBAN

New bank account details to be used for

Funding
(Payments credited
into you bank account)

Amend to Billing/Chargeback
(Payments to be debited
from your bank account)

All

Proof of bank account details 3

To verify your new bank account details, you'll need to provide the following documents:

- 1) Proof of bank account - this can be a photocopy, email scan or a photo of one of the following documents:
 - Voided cheque
 - Bank statement dated within last 3 months (this can be online statement, providing it shows the full account details and the url/web address)
 - Letter from the bank
- 2) Photo ID with signature - Passport or driver's licence
- 3) Completed Direct Debit form (on next page)

Signature 4

Handwritten signature or e-sign (echo/electronic signature)



Full Name & Title (Please complete in capital letters)

Position in company (Director/Partner/Owner)

Please send the completed change of bank details form, Direct Debit form and proof of bank details documents to:

**Post: Document Management Team, Elavon Merchant Services,
PO Box 56, Arklow Business Park, Arklow, Co. Wicklow
Email: mfm@elavon.com**

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