

Cardholder/Account Holder Amendment



For Bank of Scotland Corporate Cards (programme administrator use only)

Useful information

Please write clearly in the white spaces with capital letters or cross the boxes.

Once completed please send to:

Bank of Scotland Card Services, PO Box 6061, Milton Keynes, MK7 8LE.

1 Type of card account

Which type of card account do you have?

Corporate MultiPay

Business Travel Solution

ePay Virtual

2 Amendment to cardholder or account holder details

Cardholder account number

Existing details

Title Mr Mrs Miss Ms Other (please specify)

Cardholder's or account holder's full name

Date of birth

Contact numbers and area dialling codes

Home

Work

Mobile

E-mail address

Staff number

New details

Title Mr Mrs Miss Ms Other (please specify)

Cardholder's or account holder's full name

Date of birth

Contact numbers and area dialling codes

Home

Work

Mobile

E-mail address

Address (for correspondence)

Postcode

If you have changed your name, is a new card required?

Yes

No

New name to appear on card (maximum of 21 characters including title and spaces)

Cash withdrawals

(if permitted under your internal guidelines)

Yes

No

Single transaction limit (please leave blank if no change is required)

£

3

Cancellation of existing cards or accounts

Please cross to confirm card destruction for any physical cards.

Please also ensure that any recurring transactions relating to these cards are cancelled.

Full name of cardholder or account holder	Card or Account Number	Card destruction confirmed
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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Your agreement with us

I/We confirm the details provided on this form are true and correct, and, I/we authorise the amendment of the cardholder details in accordance with this form.

This form must be signed by a programme administrator.

Company number

For and on behalf of (Business name)

Authorised programme administrator signature

Date

Print name

Contact number including area dialling code

Please contact us if you would like this in Braille, large print or on audio tape.

If you have a hearing or speech impairment you can use Relay UK. More information on the Relay UK Service can be found at: relayuk.bt.com
 We may monitor or record phone calls with you in case we need to check we have carried out your instructions correctly and to help improve our quality of service.
 Please remember we cannot guarantee security of messages sent by e-mail.

Bank of Scotland plc Registered Office: The Mound, Edinburgh EH1 1YZ. Registered in Scotland no. SC327000.
 Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 169628.

We adhere to The Standards of Lending Practice which are monitored and enforced by the LSB: www.lendingstandardsboard.org.uk
 Please note not all business customers will be covered.

We aim to provide the highest level of customer service possible. If you do experience a problem, we will always seek to resolve this as quickly and efficiently as possible.
 If you would like a copy of our complaint procedures, please contact your relationship manager or any of our offices.

You can also find details on our website, at www.bankofscotlandbusiness.co.uk/get-in-touch/