Cardholder amendment

*** BANK OF SCOTLAND**

For Bank of Scotland Corporate MultiPay (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								
Which type of card do you have? Corporate MultiPay								
2 Amendment to cardholder details								
Cardholder account number								
Existing details	New details							
Title Mr Mrs Miss Ms Other (please specify)	Title Mr Mrs Miss Ms Other (please specify)							
Cardholder's full name	Cardholder's full name							
Contact numbers and area dialling codes	Contact numbers and area dialling codes							
Home	Home							
Work	Work							
Fax	Fax							
Mobile	Mobile							
E-mail address	E-mail address							
Staff number	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 space	s)							
Cash withdrawals Yes No (if allowed under scheme restrictions) Image: Comparison of the scheme restriction of the sc	Monthly cardholder limit (please leave blank if no change is required)Single transaction limit(s) (please leave blank if no change is required)££							

3 Cancellation of existing cardholders													
Please cross to confirm card destruction for all cards.													
Please ensure that any recurring transactions relating to these cardholders' cards are cancelled.									Card destruction				
Full name of cardholder Cardholder account number											confirmed		
4 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.					Authorised programme administrator signature								
This form must be signed by a programme administrator.													
Programme number			Da	Date									
				Print name									
For and on behalf of (Business name)													
		Cont	Contact number including area dialling code										

www.bankofscotlandbusiness.co.uk

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

We accept calls via Text Relay. 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. 327000. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. 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/**