**Company SEPA Bank Details Change Request**

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| **Company Details** |

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| **Client Name** |  |
| **Payroll Reference Number(s)** |  |

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| **Requirements** |

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| **Pay Date when change is to be applied** |  |
| **Do you need Moorepay to load in employee’s bank details** (if not already present) |  |
| **Do you wish Moorepay to send a cent test file?** |  |
| **If yes please provide the number of the employee to receive the penny** |  |
| **Do you Moorepay to transmit the file to the bank or provide file for you to upload?** |  |

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| **New Company Bank Details** |

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| **BIC** |  |
| **IBAN** |  |
| **OIN** |  |

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| **Special Instructions** |
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| **Costs (Completed by Moorepay)** |

**By signing this document, I agree to the charge of £50 per payroll.**

**I agree to an additional charge of £150 if a cent test is required and a further £150 per payroll reference if employee bank details require loading**

**If I wish Moorepay to transmit the file further costs will be incurred to set up the access to the banking system. A quote will be raised for your approval**

**Your change will be completed within 5 working days upon receipt**

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| **Confirmation** |

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| **Name of the Person completing this form** |  |
| **Contact Number** |  |
| **E-mail Address** |  |
| **Date on which the Form is completed** |  |
| **Signature** |  |

Please return this completed Change Request Form to tech.delivery@moorepay.co.uk