**Company Bank Details Change Request**

|  |
| --- |
| **Company Details** |

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

|  |
| --- |
| **Requirements** |

|  |  |
| --- | --- |
| **Pay Date when change is to be applied** |  |
| **Do you wish Moorepay to submit your HMRC payments?** (effective from above date only) |  |
| **Do you need Moorepay to load in employee’s bank details** (if not already present) |  |
| **Do you wish Moorepay to send a penny test file?** |  |
| **If yes please provide the number of the employee to receive the penny** |  |

|  |
| --- |
| **Company Bank Details** |

|  |  |
| --- | --- |
| **Bacs User Number** (\*please link to Bureau numbers:B01001, B31002, B47018, B47072) |  |
| **Bank Account Number** |  |
| **Bank Sort Code** |  |
| **Bank Account Name** |  |
| **Bank Roll No. (If applicable)** |  |

|  |
| --- |
| **Special Instructions** |
|  |

|  |
| --- |
| **Costs (Completed by Moorepay)** |

**By signing this document, I agree to the charge of £50 per payroll reference or £100 per payroll reference if you also wish HMRC payments to be also set up.**

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

**\*I confirm that I have linked my Bacs user number to Moorepay’s Bureau No.**

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

|  |
| --- |
| **Confirmation** |

|  |  |
| --- | --- |
| **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