

CHANGE OF BANK

You can change your bank details by following the steps below. Your details will be updated approximately 14 days after we have received all the required information.

01.

Download and print forms

To help us process your change of bank details, please print and complete the following forms. You can download these forms by selecting the PDF icon.

If you trade in multiple currencies, please complete the multi-currency mandate Form



Multi-currency Direct Debit Mandate form

If you trade in UK sterling only, please complete the Sterling mandate Form



Sterling Direct Debit Mandate form

In order for us to proceed with a request to change bank details, we must receive a completed DDM and Additional Information form in every instance, therefore the sentence needs to be amended to something along the lines of:

Please ensure you also print and complete the Additional Information form and return it along with the completed Direct Debit Mandate form.



Additional information form

Continue >

02.

Additional required documents

Along with the completed forms you'll also need to prepare:

- A letter requesting the change of bank details, written on company headed paper and signed by a director, proprietor, partner or owner of the business. This letter must clearly state:
 - The existing account number and sort code
 - The new account number and sort code
 - Any instruction to split funding
 - Whether you are an Omnipay merchant i.e. you trade in a foreign currency
- A void cheque for the new business bank account (if non Lloyds) or GIRO slip or an original copy of a letter from the branch with confirmation of the sort code and account number.

If the legal entity or the people named on the bank account have changed then you'll need to request a Change in Legal Entity. If the type of business has changed then your request will be processed as a new account.

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03.

Post your completed forms and documents

When you have all the required documentation and you've completed your Direct Debit Mandate and your Additional Information form, send everything to:

Lloyds Cardnet
Janus House
Endeavour Drive
SS14 3WF

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