



**Bank of
Ireland**

Business On Line Closure Form

We are sorry to hear that you have decided to close your Business On Line profile.

You can use the interactive fields below to type your information into this form however a wet ink signature is required from the Administrator(s) in Section 3.

Once complete, please forward this completed and signed form to **Business On Line Administration Department, 1st Floor Operations Centre, Cabinteely, Dublin 18** or alternatively email a scanned copy to **businessonlineadmin@boi.com**.

Section 1: Identifying your Profile

Customer No:

Your customer ID is contained in your welcome email or can be found when you log into Business On Line.

Company Name:

Section 2: Tell us why you're closing your profile

We are always seeking to improve Business On Line. To assist, we would appreciate if you could tell us why you are requesting to close your profile:

- ▶ Pricing
- ▶ Functionality
- ▶ Technical Issues
- ▶ Moving to Banking 365
- ▶ Changing Bank
- ▶ Other

Section 3: Administrator Authorisation

Please accept this completed form as authorisation to close the Business On Line /Business On Line Payments Plus/ Business On Line File Gateway profile(s) listed in Section 1 with immediate effect.

The current Administrator(s) on your Business On Line profile must sign below - if there are two Administrators, both are required sign.
Note: digital signatures will not be accepted.

Administrator 1

Full Name

Signature
Sign here

Date

Administrator 2

Full Name

Signature
Sign here

Date

Once your profile has been closed we will send a confirmation email to:

Email Address:

Helpdesk Contact Details:

ROI: 0818 818 265

NI: 0345 309 8123

GB: 0345 309 8124

International: +353 1 4606 445

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