



General Amendment Form

Business On Line, Business On Line File Gateway & Business On Line Payments Plus

Instructions for completing this form:

- ▶ Ensure all sections 1-5 are completed in BLOCK CAPITALS or by typing your information into the interactive fields below.
- ▶ A wet ink signature is required in Section 5 – digital signatures will not be accepted.
- ▶ Please then return all pages to the Business On Line Administration Department team using the details on page 2.

Section 1: Identifying your Profile

Customer No:

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

Company Name:

Section 2: Add or Delete accounts from your Business On Line profile

The account you nominate below must be in the same name as the entities registered on this profile. If you have a multi-company profile and need to add another company, please instead email electronic.banking@boi.com for the appropriate form.

With immediate effect please make the following account change(s):

Business Accounts

IBAN (International Bank Account Number)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	B	O	F	I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	B	O	F	I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	B	O	F	I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	B	O	F	I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	B	O	F	I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Please tick one)

Add Account	Remove Account	Currency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

BOI Credit Cards

16 Digit Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Card	Remove Card
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

After adding one or more accounts/cards we recommend you check that these are correctly assigned within your User Group settings.

Section 3: Change your Nominated Billing Account

The account you nominate below must be in the same name as the entities registered on this profile.

With immediate effect please update the nominated billing account for the Business On Line monthly subscription charge / reactivate my Business Online profile using the account below:

IBAN

I	E			B	O	F	I												
---	---	--	--	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

Section 4: Update your Business On Line contact details

We send important correspondence (including passwords) to the details held against your profile - please ensure you keep them up to date.

With immediate effect, please update my profile contact details as follows:

Customer Email Address:

Customer Phone Number:

Customer Address:

Line 1:

Line 2:

Line 3:

Line 4:

This must match the Registered Address for one of your accounts. If you have not yet updated this please contact your branch or account manager before completing this form.

Section 5: Administrator Authorisation

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

Administrator 1

Full Name

Signature
Sign here 

Administrator 2

Full Name

Signature
Sign here 

Once this change has been processed we will send a confirmation email to:

Email Address:

Please forward this completed and signed form to

Business On Line Administration Department, 1st Floor Operations Centre, Cabinteely, Dublin 18

or alternatively fax to +353 1 285 1336.

For queries please contact the Business On Line Helpdesk on:

ROI: **0818 818 265** Abroad: **+353 1 4606 445** Email: **business.online@boi.com**