NOTIFICATION OF CHANGE FORM

Bulk Change of Direct Debit Instructions

(A separate form to be used for each SUN)

To ensure the information is clear the form must be typed or completed in black ink and block capitals

Service User Number (SUN)

Service User Name..... | | | | | | |

Sponsoring Bank/Building Society.....

Type of change required [please tick and complete all that apply]

☐ **Change of Name**

from | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

to | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Short Name Change **from** | | | | | | | | | | | | | | | | | | | |

to | | | | | | | | | | | | | | | | | | | |

(Name quoted in Field 9 of Direct Debit record)

☐ **New/Amended References (ORN's) Estimated volumes (no. of customers/accounts)……**

☐ **Change of SUN** **Old SUN** | | | | | | |

New SUN | | | | | | |

Full **Partial**

Please indicate whether FULL or only PARTIAL SUN transfer ☐ ☐

Estimated volumes [no. of customers/accounts] ……..

Timing of Change for all Change Types. **A Change of Name cannot be undertaken on a phased basis.**

☐ Big Bang ☐ Phased - Date phasing will be completed by …….

DATE* OF LAST PAYMENT UNDER OLD DDI DETAILS: DATE OF CHANGE: DATE* OF FIRST PAYMENT UNDER NEW DDI DETAILS:	……. ……. ……. *Date used should be payment date	Please ensure that ALL these dates are given

Service User contact name and telephone number: ……..

**Authorised by New Sponsoring Bank: ……..……. Date: …….…….……

**If form sent electronically and is therefore unsigned, a copy of the original form including the authorised signature must be held with the Sponsoring Bank