

Business On Line amendment form

PLEASE COMPLETE IN BLOCK CAPITALS



*Customer no: _____ * Company name: _____

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*Customer email address: _____

* Denotes mandatory fields that must be completed. Your customer number can be found underneath the Payments tab at the top of the screen after you have logged onto Business On Line. Your company name must match the name as it appears on Business On Line. If you wish to change your company name please contact the helpdesk on the contact details below. An email will be issued to the email address quoted on this document for correspondence in relation to this amendment.

Section 1 – Addition / deleting of accounts on Business On Line

I/We wish to Add / Delete the following account(s): Add Delete (Tick as appropriate)

NSC	Account Number	Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

BOI Credit Card

BOI Credit Card

Please note: When adding an account to a Multi Company Profile – the account being added must be in the name of one of your entities registered on this particular profile. To register another entity, please contact our Business On Line helpdesk for the appropriate forms.

Section 2 – Change your nominated Business On Line billing account

I/We wish to change our nominated billing account for Business On Line Subscription Charges:

NSC	Account Number
<input type="text"/>	<input type="text"/>

Please note: This is the account to which your Business On Line monthly subscription charge will be applied The account being supplied must be in the same name as the entities registered on this particular profile.

Section 3 – Change your service level on Business On Line

I/We wish to change our Business On Line Service Level to (Tick as appropriate):

Level 1/2 (€15pm) Level 3 (€70pm)

Please note: Different subscription charges may apply dependant on the service level chosen. For more details on these charges please visit our homepage and download our brochure. Alternatively, please contact the helpdesk on the contact details below

Section 4 – Change of contact details

Company Address:

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

Company phone number:

Company email:

Please note: All correspondence and passwords will be sent to the postal address listed

Administrator 1

Administrator 2

Block Capitals:

Signature:

Please fax completed form to:
00 353 1 2851336

Alternatively please send to:

Business On Line Admin Department
Bank of Ireland
1st Floor, Operations Centre,
Cabinteely, Dublin 18.

Helpdesk Contact Details:

ROI: 1890 818 265 NI: 0845 309 8123 GB: 0845 309 8124 International: +353 1 4606 445

Email: Business.online@boi.com Opening Hours: 8.00 – 18.00