

Autopay Online Migration Form



Please complete this form in BLOCK CAPITALS and in black ink.

Please ensure that the form is completed fully and signed on behalf of the business and return to AutopayMigrations@rbs.co.uk or post to Parklands, 3 De Havilland Way, Horwich, Bolton, BL6 4YU.

1. Customer details

Business /
limited company /
firm

2. Address details – Payment tokens will be posted to the address given below

Address line 1

Address line 2

Address line 3

Address line 4 OR
overseas country

Postcode

3. Primary Administrator (Contact name for day-to-day operations)

The Primary Administrator will be authorised to activate Autopay Online, make payments and view Bacs reports, create additional users and receive & reset passwords on behalf of the business for the Autopay Online service.

Name

Email Address

Preferred daytime
contact number
(including extension if applicable)

4. Account details

The account should be under the same legal entity as the applicant company name (in section 1).

Account number

Sort code

Additional account numbers under the same legal entity (if applicable)

Account number 2

Sort code 2

Account number 3

Sort code 3

Account number 4

Sort code 4

Account number 5

Sort code 5

Declaration – Unincorporated Body



6. Declaration

6.1 Unincorporated Body (organisation e.g. clubs, societies)

On behalf of

(the 'Organisation')

I request the Bank to operate the Autopay Online service in connection with the account named above and authorise the Bank to accept the Organisation's instructions on the account from the person detailed in Section 3 of this form.

The Organisation has been supplied with, read and accepts the Terms and Conditions of the Autopay Online service and each of the Bank's services to be used by me / us as indicated in this application form.

Secretary

(Full name)

6.2 Excerpt from Minute of Meeting of the Members / Committee:

Of _____ (the 'Organisation')

Held at _____

On _____ day of _____ year _____.

It was resolved that the application form for the Autopay Online service to be completed on behalf of the Organisation and that the Bank is authorised to accept instructions on the Organisation's account named above from the person detailed on Section 3 of this form.

The Terms and Conditions for the Autopay Online service were produced and read over to the Meeting and approved.

I certify that the above is a true excerpt from the recorded Minutes of a Meeting of the Members / Committee of the Organisation, at which meeting the quorum required by the Rules and Regulations of the Organisation was present and that the specimen signatures on this application are correct.

Chairman's signature

Name _____

Date (DD/MM/YYYY) _____

Please fill in the whole form using a ballpoint pen and send it to:

The Royal Bank of Scotland Plc
 Parklands
 3 De Havilland Way
 Horwich
 Bolton
 BL6 4YU

Instruction to your bank or building society to pay by Direct Debit

Service user number

1	7	1	8	0	3
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Name(s) of account holder(s)

Reference - For bank use only

RBS Autopay Online

Bank/Building Society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your bank or building society

Please pay The Royal Bank of Scotland Plc Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Royal Bank of Scotland Plc and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The Royal Bank of Scotland Plc will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal Bank of Scotland Plc to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The Royal Bank of Scotland Plc or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when The Royal Bank of Scotland Plc asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.