



Business On Line Amendment Form

PLEASE COMPLETE IN BLOCK CAPITALS

*Customer no. Date: / / (DD/MM/YYYY)

*Company name

*Email address

* Denotes mandatory fields that must be completed.

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.

If you would like confirmation that this instruction has been processed please supply your mobile phone number here:

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	<input type="text"/>	
BOI Credit Card	<input type="text"/>	

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 of contact details

Company Address:

Company phone number:

Company email:

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

Signatures

Administrator 1

Name

(BLOCK CAPITALS)

Sign here 

Administrator 2

Name

(BLOCK CAPITALS)

Sign here 

The current Administrator(s) on your Business On Line profile must sign in the boxes provided ie. if two administrators are listed, both need to sign.

Please fax completed form to:
00 353 1 285 1336

Alternatively please send to:
Business On Line Admin Department
Bank of Ireland
1st Floor, Operations Centre
Cabinteely, Dublin 18

Helpdesk Contact Details

Phone: ROI: 0818 818 265 NI: 0345 309 8123
 GB: 0345 309 8124 International: +353 1 460 6445

Email: business.online@boi.com

Opening Hours: 8.00 – 18.00