

## Change of Bank Details Request Form

Please complete the form and return to us in a non-editable format at [P2P.Interface@nationalgrid.com](mailto:P2P.Interface@nationalgrid.com)

**Please read these notes and complete all fields to ensure that your request can be actioned:**

- Only use this form if you are changing the bank details of your business
- For instances where you are making changes to multiple bank details, please complete separate forms
- The changes must be signed by two approved bank signatories within your organisation and then submitted to your bank for validation

**Company name**

**Company Code**

**Currency**

**Date effective from**

/   /

**Old bank details**

**New bank details**

**Sort code**

**Sort code**

**Account number**

**Account number**

**Bank name**

**Bank name**

**Branch address**

**Branch address**

**Approved bank signatory 1 (print name)**

**Approved bank signatory 2 (print name)**

**Job Title / Position**

**Job Title / Position**

**Authorised signature**

sign in the space provided

**Authorised signature**

sign in the space provided

**Date Signed**

/   /

**Date Signed**

/   /

**Once the above is complete & signed please direct to your bank for validation of new bank details**

**Bank use only**

Please validate and stamp in the space provided to confirm that the above are approved signatories for the new bank details listed and that it belongs to the legal entity

**Please note:**

- We will be unable to make payments to your company until validation is received and a block will be placed on your account
- Where validation is not received within 4 weeks we may not be able to make any further purchases with your company and an additional block may be placed on your account
- Our aim is to complete all requests within 2 to 5 working days from receipt of a fully validated form