Change of SG principal details

EZYPAY®

- To be completed by the owner of the account.
- Add new Principal details under 'New Contact Details', blank   fields will not be changed.
- Print the form, complete it and email it to sg.hello@ezypay.com.
- Write clearly and in black pen.
- Allow two (2) working days for changes to be processed.

Current Details

Principal Name		Principal ID No.
Date form completed		Date change to occur from
Phone Password (if applicable)		

New Contact Details

Contact Person's Name
Business Address

Postcode

Postal Address

Postcode

Direct Phone   Fax
Email   @

Distribution Account

This account must be in the business or owner/director's name'.

Name of Bank		Branch Name	
Account No.		Swift Code	
Bank Address			

Credit card details (this section must be completed)

This account must be the same as the distribution account.

I / we authorise Ezypay Ltd APCA User ID Number 064323 to debit my / our accounts at the financial instituted

identified through the Bulk Electronic Clearing System (BECS)

Payment Type   ☐ Visa   ☐ MasterCard
Name of Card   Card Number
Expiry Date   Cardholder Signature

Fee Structure (tick who is to pay)

If the customer is now going to be charged for fees, you will need to give them 2 weeks' notice. If you are changing from a Principal pays to a Customer pays structure, Ezypay will automatically add the fee to the customers debit amount.

Set up fee	Principal	✓	Or	Customer	(tick)
Transaction fee	Principal	✓	Or	Customer	(tick)

Authorisation Signature

Owner's Name		Signature	

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