

#### 1. Company information (mandatory)

1a Company name

1b Company account number

11 Digit reference number shown on the top of the company statement

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#### 2. Change cardholder information (optional)

2a ING Corporate Card number

Last 4 digits of card number

2b Change existing cardholder name (do not use for a new cardholder)

2c Change existing cardholder name on the ING Corporate Card (do not use for a new cardholder)

New name. Maximum 21 characters (including spaces). If a replacement card is required, the current card will be blocked (security procedure to prevent two live cards in circulation)

2d New address

2e Postal code

2f Town/City

2g Country

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#### 3. Change cardholder bank account details (optional)

3a Old IBAN

3b Old BIC

3c New IBAN

If you opt for direct debit at section 5h, please send a completed and duly signed direct debit form with this form

3d New BIC

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#### 4. Change limit and blocking (optional)

4a Permanent change of card limit

New card limit (minimal 1.500). Currency initially chosen at company level

4b Temporary change of card limit (max. 3 months)

New card limit (minimal 1.500). Currency initially chosen at company level

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- 4c until (date)   
  dd-mm-yyyy
- 4d Change cash withdrawal  Allowed  Not allowed
- 4e Early card reissue  Yes  
 In case the cardholder is absent during the regular replacement, a new card with the same number will be issued earlier
- 

#### 5. Change other particulars (optional)

- 5a Change correspondence language  
 Dutch  English  French  German  
 Spanish  Italian
- 5b Mobile number (incl. country code)
- 5c Landline (incl. country code)
- 5d New E-mail address   
 The login credentials for the ING Commercial Card portal will be send to this e-mail address. No email address from a colleague or a general email address such as info@, admin@, etc.
- 5e Cancel the ING Corporate Card  Yes
- 5f Replace the ING Corporate Card  Yes  
 If a replacement card is required, the current card will be blocked. (Security procedure to prevent two live cards in circulation)
- 5g Provide PIN code reminder  Yes
- 5h Change payment method Individual Pay  
 Credit transfer  Direct debit  
 From the date of the monthly statement, a payment term of 25 days applies as per standard for a program based on Individual Pay practice, and 28 days for a direct debit (unless otherwise agreed). In the case of direct debit, send a completely filled in and properly signed direct debit form together with this form
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## 6. Signature Programme Administrator (mandatory)

6a Surname and initials	<input type="text"/>	
6b Date	<input type="text"/>	dd-mm-yyyy
6c Town/City	<input type="text"/>	
6d Signature	<input type="text"/>	

## 7. Mailing address and what to send

Checklist of items to be sent:

- This form completed and duly signed
- If you have chosen for the direct debit payment option, a direct debit form, completed and duly signed. Please send the original direct debit form to ING by postal mail!

Please send all items to:  
ING Corporate Card  
PO Box 22005  
NL-8900 KA Leeuwarden  
The Netherlands

or scan everything and e-mail to [corporate.card.backoffice.nl@ing.com](mailto:corporate.card.backoffice.nl@ing.com)

Attention: please send the original direct debit form to ING by postal mail!

# ING Corporate Card Programme

## Instruction to your bank or building society to pay by direct debit (UK)

### 1. Beneficiary

ING Bank N.V.  
Bijlmerplein 888  
1102 MG Amsterdam  
the Netherlands

Service user number

4 3 2 7 8 5



### 2. Name(s) of account holder(s)

Name

\_\_\_\_\_

### 3. Bank or building society account number

Account number

○○○○○○○○○○○○○○

### 4. Branch sort code

Branch sort code

○○○○○○

### 5. Name and full postal address of your bank or building society branch

To: The Manager: bank/building society

\_\_\_\_\_

Address

\_\_\_\_\_

Post code

\_\_\_\_\_

### 6. Reference of payment (to be completed by ING)

Reference

\_\_\_\_\_

### 7. Instruction to your bank or building society

Please pay ING Bank N.V. 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 ING Bank N.V. and, if so, details will be passed electronically to my bank/building society.

Date

○○ - ○○ - ○○○○

Signature(s)

\_\_\_\_\_

### 8. For ING Bank N.V. Official use only

This is not part of the instruction to  
your bank or building society

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Banks and Building Societies may not accept direct debit instructions for some types of account.

ING Bank N.V. has its registered office at Bijlmerplein 888, 1102 MG Amsterdam, the Netherlands, commercial register no. 33031431 in Amsterdam. ING Bank N.V. is registered with De Nederlandsche Bank (DNB) and the Financial Markets Authority (AFM) in the Credit Institutions and Financial Institutions Register. ING Bank N.V. is also subject to the supervision of the Authority for Consumers & Markets (ACM). For more information regarding the supervision of ING Bank N.V., please contact DNB ([www.dnb.nl](http://www.dnb.nl)), the AFM ([www.afm.nl](http://www.afm.nl)) or the ACM ([www.acm.nl](http://www.acm.nl)).



**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, ING Bank N.V. will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request ING Bank N.V. 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 ING Bank N.V. 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.
- 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.



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