

Name:

Address:

-

Telephone:

Taxpayer Number:

Entity name and address:

-

Email:

Date and location: _____, _____ 20

Subject: Change of bank account details for Direct Debit payments

Dear Sir/Madam,

I am writing to inform you that my bank account details have changed. Please find my new account details attached.

From / _onwards, please use the bank account held with novobanco (IBAN PT50 0007) for Direct Debit payment instructions, in accordance with the authorisation granted by me.

Creditor Organisation:

DDA/Mandate:

Kindly send a confirmation once the change has been made.

Yours faithfully,

(Signature as per ID document)