

# ING Corporate Card Programme

## Individual Pay

### Employee application



This form should be completed by both the Programme Administrator and the nominated employee. If you have not already signed up for the ING Corporate Card Programme you will need to complete and return an ING Corporate Card Programme Company application form as well.

#### 1. Company data

To be completed by the ING Corporate Card Programme Administrator.

**1a** Company name

**1b** Country of incorporation

**1c** Surname and initials

**1d** Gender  Male  Female

**1e** Mobile number (incl. country code) +

Mandatory. The application will not be processed if no mobile phone number is provided.

**1f** Company account number

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

#### 2. Employee information

**2a** Surname and initials as they are shown on your identity document

**2b** Full first names as they are shown on your identity document

**2c** Gender  Male  Female

**2d** Surname and initials as you want them to appear on your ING Corporate Card

Maximum 21 characters (including spaces).

**2e** Mobile number (incl. country code) +

Mandatory. The application will not be processed if no mobile phone number is provided.

**2f** Landline (incl. country code) +

**2g** E-mail address, work

Mandatory. The application will not be processed if no e-mail address is provided. 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.

**2h** Employee number, max. 20 characters (optional)

**2i** Date of birth  -  -  dd-mm-yyyy

**2j** Address

**2k** Postal code

**2l** Town/City

**2m** Country

## 2. Employee information (continuation)

- 2n Statements in
- Dutch
  - English
  - French
  - German
  - Spanish
  - Italian

## 3. Card limit and blocking

To be completed by the ING Corporate Card Programme Administrator.

- 3a Card limit
- 5.000
  - 7.500
  - 10.000
  - Other

Minimal 1.500 (currency determined by the company in the original ING Corporate Card Programme application form).

- 3b Should this employee be able to withdraw cash?
- Yes
  - No

Applicable to both ATM and over the counter.

## 4. Payment method

- 4a Choose payment method
- Credit transfer
  - Direct debit

In case of a credit transfer the payment has to be done within 25 days (unless agreed otherwise) after the statement production date.

In case of direct debit please send a completed and duly signed direct debit form with this form. The payment will be collected from the account 28 days (unless agreed otherwise) after the statement production date.

## 5. Signature of Programme Administrator

I declare that I established the identity of the Cardholder on the basis of a valid identity document.

- 5a Date   -   -     dd-mm-yyyy

- 5b Town/City

- 5c Surname and initials

- 5d Signature

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## 6. Mailing address

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  
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.  
Bijlmerdreef 106  
1102 CT Amsterdam  
The Netherlands

Service user number

4 3 2 7 8 5



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

2a Name of account holder

2b Name of account holder 2\*

\*If applicable.

### 3. Bank or building society details

3a Account number

3b Branch sort code

3c Name

3d Address

3e Postal code

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

4a Reference of payment

### 5. 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.

5a Date

-  -  dd-mm-yyyy

5b Signature(s)

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

This is not part of the instruction to your bank or building society. Banks and building society's may not accept direct debit instructions for some types of account.

ING Bank N.V. has its registered office at Bijlmerdreef 106, 1102 CT 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.

