

Regular Payments Form

Please tick relevant box

Set up a new standing order (please complete section A)
 Amendment to existing standing order (please complete section B)
 Cancel an existing order or Direct Debit (please complete section C)

Customer Account Details

Account Name

Sort Code

Account Number

Please complete relevant section below and then sign and date the form.

Section A - Set up a new standing order

Beneficiary Details - Who you want to pay

Sort Code

Beneficiary Name

Account Number

Reference

Payment Details

Amount of first payment

£

Date of first payment

Amount of usual payment

£

Date of last payment

Frequency of Payment

Date of usual payment

(Weekly/Monthly/Annually)

or please continue until further notice

Section B - Amendment to existing standing order

Beneficiary Name (who are you paying)

Amend payment amount from

to

Amend payment date from

to

Amend payment frequency from

to

Amend date last payment from

to

Any other amendments

Section C - Cancel an existing standing order or Direct Debit

Beneficiary / Originator name (who you no longer want to pay)

Please advise direct debit originator of cancellation

I wish to cancel with effect from

If payment is due within 5 working days please either use Online Banking before 6.30pm the day before or contact your branch

Any other cancellation details

All boxes must be completed in order for your request to be processed

Customer Signature(s)

Date

Customer Contact Telephone Number

Where signing mandate dictates both / all to sign, all parties must authorise instruction.