

Amend a Standing Order



Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS.

1. Account details

Account name _____ Account number
Account holding branch _____ Sort code

2. Details of existing Standing Order you wish to amend

Name of person or organisation you are paying
Payment reference (if known) (Max. 18 characters)
Amount £
How often are payments made: Weekly Two weekly Four weekly Monthly
Quarterly Half yearly Yearly
Is there more than one Standing Order payable to this person or organisation? Yes No

3. Details of amendment to Standing Order – only complete what you would like amended

This amendment is to take effect immediately or with effect from (DD/MM/YYYY)
Name of person or organisation you are paying
Payment reference (Max. 18 characters)
Sort code – the bank code of the person or organisation you are paying
Account number – the account number of the person or organisation you wish to pay
(Eight digits – if less, place zeros at the front)
Change frequency to: Weekly Two weekly Four weekly Monthly
Quarterly Half yearly Yearly
New payment date (DD/MM/YYYY) New amount £
Date of final payment (DD/MM/YYYY) Amount of final payment £
Or until further notice (payments will be made until you cancel this instruction)

4. Confirmation

Customer signature(s)

Date (DD/MM/YYYY) _____

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