



# 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)

Customer Contact Telephone Number

Date

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

**Please return the completed form to: Barclays Bank Leicester LE87 2BB**