

Please amend the following Standing Order  
Please complete this form in BLOCK CAPITALS and in black ink

### 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)

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

Name of person or organisation you are paying

Payment reference

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  New amount £

Date of final payment  Amount of final payment £

Or until further notice  (payments will be made until you cancel this instruction)

### 4. Confirmation

Customer signature(s)

Date \_\_\_\_\_