BARCLAYS

# 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 ☐☐☐☐☐☐

Account Number ☐☐☐☐☐☐☐☐

Beneficiary Name

Reference

Payment Details

Amount of first payment £

Amount of usual payment £

Frequency of Payment (Weekly/Monthly/Annually)

Date of first payment ☐☐/☐☐/☐☐

Date of last payment ☐☐/☐☐/☐☐

Date of usual payment D D / M M

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 both / all parties must authorise closure

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