

Regular Payments Form

Please Tick relevant box

- Set up a **New** Standing Order (Complete **Section A**)
- Amend an **existing** Standing Order (Complete **Section B**)
- Cancel an **existing** Standing Order or Direct Debit (Complete **Section C**)

Customer Account Details:

Account Name:	Sort Code _____ - _____ - _____
	Account Number _____

Section A - Set up a NEW Standing Order

Beneficiary Details - (Who do you want to pay?)

Sort Code 20 - 98 - 74	Beneficiary Name 1st Ferring Sea Scouts
Account Number 6 3 5 4 0 5 6 1	Reference (Scout(s) Name)

Payment Details - £15.00 per child

Amount of First Payment £	Date of First Payment ___ / ___ / _____
Amount of Usual Payment £	Date of Usual Payment <u>0</u> / <u>1</u> / ___ / _____
Frequency of Payment (Weekly/Monthly/Annually) Monthly	Date of Last Payment ___ / ___ / _____
or continue payment Until Further Notice	Yes / No Delete as appropriate

Section B - Amend an EXISTING Standing Order

Beneficiary Name - (Who are you paying?)	Name: 1st Ferring Sea Scouts
Amend payment amount from: £	To: £
Amend payment date from: ___ / ___ / _____	To: ___ / ___ / _____
Amend payment frequency from: ___ / ___ / _____	To: ___ / ___ / _____
Amend date of last payment from: ___ / ___ / _____	To: ___ / ___ / _____
Amend reference number from:	To:
Effective from : ___ / ___ / _____	

Section C - CANCEL an existing Standing Order or Direct Debit

important: if a payment is due within the next 5 working days, immediately contact your local branch to cancel

Beneficiary / Originator Name: (who you no longer want to pay)	Name: 1st Ferring Sea Scouts
Amount: £	Usual Payment date: ___ / ___ / _____
	I wish to cancel with effect from: ___ / ___ / _____

All relevant sections above must be fully completed for your request to be processed.

PLEASE ENSURE YOU SIGN AND DATE THE FORM BELOW:-

(Where signing mandate is 'both or 'all' to sign, all relevant parties must sign to authorise.)

Customer Signature(s) _____

Customer Contact Telephone Number _____ Date ___ / ___ / _____

Please forward this completed form to YOUR bank