

# Regular Payments Form

Please tick relevant box

- Set up a new Standing Order (please complete section A)  
 Amend an existing Standing Order (please complete section B)  
 Cancel an existing Standing Order or Direct Debit (please complete section C)

## Customer Account Details:

Account Name \_\_\_\_\_ Sort Code **20** \_\_\_\_\_  
\_\_\_\_\_ Account Number \_\_\_\_\_

## Section A - Set up a new Standing Order

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

Sort Code 2 0 0 5 0 6 Beneficiary Name MID SOMERSET RIDING CLUB  
Account Number 1 0 1 6 6 8 2 0 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 - Amend an 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 of last payment from \_\_\_\_\_ to \_\_\_\_\_

Amend Reference number from \_\_\_\_\_ to \_\_\_\_\_

Effective From: (Date) \_\_\_\_\_

## Section C - Cancel an existing Standing Order or Direct Debit

**IMPORTANT: IF A PAYMENT IS DUE WITHIN THE NEXT FIVE WORKING DAYS, PLEASE IMMEDIATELY CONTACT YOUR LOCAL BRANCH FOR THEM TO CANCEL.**

Beneficiary/Originator Name (who you no longer want to pay) \_\_\_\_\_

Amount \_\_\_\_\_ Usual Payment Date \_\_\_\_\_ I wish to cancel with effect from \_\_\_\_\_

All relevant sections must be fully completed for your request to be processed.  
ENSURE YOU SIGN AND DATE THE FORM.

PLEASE

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

Customer Signature(s) \_\_\_\_\_

Customer Contact Telephone Number \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**THIS FORM MUST BE SENT, COMPLETED, TO YOUR OWN BANK TO SET UP  
REGULAR PAYMENTS SYSTEM.**