



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 <u> - - -</u>
	Account Number <u> </u>

Section A – Set up a NEW Standing Order

Beneficiary Details – (Who do you want to pay?)	
Sort Code <u>20 - 36 - 16</u>	Beneficiary Name <u>Western Locomotive Association</u>
Account Number <u>80956945</u>	Reference <u>D1013 OVERHAUL</u>
Payment Details	
Amount of First Payment £	Date of First Payment <u> / / -</u>
Amount of Usual Payment £	Date of Usual Payment <u> / / -</u>
Frequency of Payment (Weekly /Monthly/Annually)	Date of Last Payment <u> / / -</u>
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:
Amend payment amount from: £	To: £
Amend payment date from: <u> / / -</u>	To: <u> / / -</u>
Amend payment frequency from: <u> / / -</u>	To: <u> / / -</u>
Amend date of last payment from: <u> / / -</u>	To: <u> / / -</u>
Amend reference number from:	To:
Effective from: <u> / / -</u>	

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:
Amount: £	Usual Payment Date: <u> / / -</u>
	I wish to cancel with effect from: <u> / / -</u>

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) ^x _____
 Customer Contact Telephone Number _____
 Date / /