

# 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

Bank Name and Post Code

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 202267

Beneficiary Name 34th Colchester Scout Group

Account Number 00817163

Reference (Scout Name)

### Payment Details

Amount of first payment £ 8.00

Date of first payment //

Amount of usual payment £ 8.00

Date of last payment //

Frequency of Payment Monthly  
(Weekly/Monthly/Annually)

Date of usual payment DD/MM

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 dictates both / all to sign, all parties must authorise instruction.

**Please return the completed form to: Spencer Greystrom, 25 Ambrose Avenue,  
Colchester, CO3 4JY**