

Amend a Standing Order

Store

1. CUSTOMER DETAILS

Customer Name Customer Number
 Account Holding Store Account Number

2. CREDIT BALANCE - Payment Details

Beneficiary Name
 Payment Reference
 Payment Frequency ☐ Weekly ☒ Monthly ☐ Quarterly ☐ Yearly ☐ Other
 Amount

3. DETAILS OF AMENDMENT TO STANDING ORDER (complete only what you would like amended)

Beneficiary Name
 Payment Reference
 New Beneficiary Sort Code
 New Beneficiary Account Number
 Change Frequency to ☐ Weekly ☒ Monthly ☐ Quarterly ☐ Yearly ☐ Other
 New Payment Date
 Date of Final Payment
 OR Until Further Notice ☒ (Payments will be made until you cancel this instruction)
 New Amount
 Amount of Final Payment

4. CUSTOMER SIGNATURE

Primary Applicant

Date:

Secondary Applicant

Date:

FOR INTERNAL USE ONLY

- ☐ ID&V confirmed (refer to ID&V Matrix)
☐ Request fully input to T24

Inputter Signature

Name:

Date:

If applicable:

- ☐ HVT completed and attached
☐ Authorised or referred to CPU
☐ Signature Matches
☐ Signature varies however I have verified the customer via System Held Photo
☐ Photo ID attached to profile

Manager Signature

Name:

Date: