

Amend a standing order or Direct Debit

For Business Banking Customers



Before you begin: It's best to save this form to your computer and open it using Adobe Acrobat Reader. Doing this will allow you to fill in the PDF and upload signatures. You can get the latest version of Adobe Acrobat Reader by visiting <https://get.adobe.com/reader/>

Guidance notes

You can fill in this form online. Use the toolbar to save your progress.
Upload an image of your signature in the signatories' section once you have completed your application.
You can also print this form and complete it by hand.
All sections must be completed.

Please return the **original** form as photocopies are not acceptable.
Please note:
We cannot set standing orders or Direct Debits up on savings accounts.
If you want to amend the amount or payment date of a Direct Debit **ONLY**, you must contact the company you are paying.

1 Your details

Your full name or name of business	Sort code (being debited)	Account number (being debited)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your contact telephone number and area dialling code	Branch name	
<input type="text"/>	<input type="text"/>	

2 Details of your standing order or Direct Debit

Existing details

Please amend my: Standing order Direct Debit

Amount

Payment reference (if applicable)

Recipients name

Standing order reference number

Amendment details (only complete the details that are changing)

Sort code and account number (of account to be debited)

Amount

Payment reference (if applicable)

Next due date

Recipients/originator's name

Final payment amount

Recipients/originator's bank and branch name

Final payment date

Recipients/originator's sort code and account number

How often do you want the payment made?

Weekly
 4 Weekly
 Monthly
 Quarterly
 Half Yearly
 Yearly

Other frequencies (Please give details of any special instructions)



There are **two** ways to add signatures to the form:

- 1 Upload an image of your signature
- 2 Print and sign with a pen.

To upload an image:

- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the signature field to upload your image.

I authorise you to amend the standing order or Direct Debit in accordance with my instructions in Section 2.

This request is addressed to the bank which holds my/our account.

Your Signature

Once completed and signed:

- Post the form to: **Lloyds Bank, Box 1, BX1 1LT.**

For bank use only

From branch name and contact name

SMD checked

Sort code

For 30-00-02 accounts and all corporate customers, send the completed form to:

City Office, Gillingham, Kent, TN23

Branch stamp

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS).

Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.