

Amend a standing order or Direct Debit

FREF 115711

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 email your signed form to us using the contact details at the bottom of the form.
You can also print this form and complete it by hand.

1 Your business details

Your full name or name of business <input type="text"/>	Sort code (being debited) <input type="text"/>	Account number (being debited) <input type="text"/>
Your contact telephone number and area dialling code <input type="text"/>	Business email address (this email address will not be used for marketing purposes) <input type="text"/>	

2 Details of your standing order

Existing details		Amount
Please amend my:	<input checked="" type="checkbox"/> Standing order <input checked="" type="checkbox"/> Direct Debit	£ <input type="text"/>
Recipients name	<input type="text"/>	
	Payment reference (if applicable)	<input type="text"/>
	Standing order reference number	<input type="text"/>

Amendment details (only complete the details that are changing)

Sort code and account number (of account to be debited)	Amount
<input type="text"/>	£ <input type="text"/>
Payment reference (if applicable)	Next due date
<input type="text"/>	<input type="text"/>
Recipient's/originator's name	Final payment amount
<input type="text"/>	£ <input type="text"/>
Recipient's/originator's bank and branch name	Final payment date
<input type="text"/>	<input type="text"/>
Recipient's/originator's sort code and account number	How often do you want the payment made?
<input type="text"/>	<input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> 4 Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Half Yearly <input checked="" type="checkbox"/> Yearly
	Other frequencies (Please give details of any special instructions)
	<input type="text"/>

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.

We strongly recommend you send the form to any other approvers and/or people who've been added to sign first.

Once you're satisfied, please sign and return the form to us (see details below).

I authorise you to debit my/our account, in accordance with the details in Section 2. This request is addressed to the bank which holds my/our account.

Your Signature

Your Signature

Your Signature

Your Signature

If you have additional signatories, please attach the form to an email and send to the other signatory(s) to counter sign.

Please ensure the form has been signed by all the required signatories before returning it to the Bank.

Once completed and signed:

- Email the form to: commercialclientservicing@lloydsbanking.com
OR
- Post the form to:
Bank of Scotland, Commercial Servicing, Edinburgh, BX2 1LB

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

Bank of Scotland plc, Registered in Scotland SC327000. Registered Office: The Mound, Edinburgh EH1 1YZ.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 169628.

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.