

Form to **Amend a Standing Order Instruction** making **regular payments** to **Marlow Opportunity Playgroup**.

Please complete in **BOLD CAPITALS**. Please mark option boxes with an 'X'

1. Your Account Details

Account name _____

Account holding branch _____

Account number _____ Sort Code _____
(8 digits, if less place zeros at the front)

2. Details of existing Standing Order you wish to amend

Name of organisation you are paying: **MARLOW OPPORTUNITY PLAYGROUP**

Payment Reference (if known) _____

Amount of each payment: £ _____

How often are the payments made
please put an 'X' in one box

Monthly	Quarterly	Half Yearly	Yearly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Details of amendment to Standing Order - only complete what you would like amended

This amendment is to take place immediately or with effect from ____/____/____
DD MMM YYYY

New Amount: £ _____ New payment date ____/____/____
DD MMM YYYY

How often are the payments to be made
if amending: please put an 'X' in one box

Monthly	Quarterly	Half Yearly	Yearly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

if amending: Please choose one of the following two options:

either 1. Until further notice (payments will be made until you cancel this instruction)

or 2. Date of final payment ____/____/____

4. Confirmation

Your Signature(s) _____

Date: ____/____/____
