



Regular Payments Template

List of regular payments for Account No:

Organisation	Reference	Frequency	Amount	Dr/Cr	Notes
Eg: XYZ Pty Ltd	Employee No: 1234	Weekly	\$750	Credit	Salary
Eg: XYZ School	Student No: 1234	Monthly	\$400	Debit	School Fees

List of regular payments for Card Number:

(Record Card Number in its truncated form)

Merchant	Reference	Frequency	Amount	Notes
Eg: Telstra	Account No: 123456	Quarterly	Approx \$200	Home phone
Eg: XYZ Gym	Account No: 12345	Monthly	\$30	Gym fees