

New Standing Order Instruction

Please **note** – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS.

To _____ Bank

Please set up the following Standing Order and debit my/our account accordingly

1. Account details

Account name _____ Account number

Account holding branch _____ Sort code

2. Payee details

Name of person or organisation you are paying

Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay (Max. 18 characters)

Sort code - the bank code of the person or organisation you are paying

Account number - the account number of the person or organisation you wish to pay (Eight digits - if less place zeros at the front)

3. About the payment

How often are the payments to be made
Weekly Two weekly Four weekly Monthly
Quarterly Half yearly Yearly

Amount details
Date and amount of first payment (DD/MM/YYYY) £
(please allow 3 working days for receipt)

Date and amount of ongoing payments (DD/MM/YYYY) £
(If different from the first payment)

Choose one of the following two options

1. Date and amount of final payment (DD/MM/YYYY) £

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

4. Confirmation

Customer signature(s)

Date (DD/MM/YYYY) _____