



New Standing Order Instruction

Please complete this form in BLOCK CAPITALS and in black ink, and then send to your Bank

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 (your full name and title please)
- this will appear on our bank statement

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

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 (please allow 3 working days for receipt) £

Date and amount of ongoing payments (If different from the first payment) £

Choose one of the following two options

1. Date and amount of final payment £

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

4. Confirmation

Customer signature(s)

Date _____

Confirmation

I/ we acknowledge the bank will not undertake to :

- 2) Advise payers address to the beneficiary
- 3) Advise beneficiary of inability to pay
- 4) Request beneficiaries banker to advise beneficiary of receipt