

# 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) \_\_\_\_\_