

Please complete this form in BLOCK CAPITALS and in black ink

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

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 <input type="checkbox"/>    | Two weekly <input type="checkbox"/>  | Four weekly <input type="checkbox"/> | Monthly <input type="checkbox"/> |
| Quarterly <input type="checkbox"/> | Half yearly <input type="checkbox"/> | Yearly <input type="checkbox"/>      |                                  |

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 \_\_\_\_\_