

How to complete a standing order form



New Standing Order Instruction

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 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

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All details are for the your bank account that you wish payments to be taken from.

Please complete in BLOCK CAPITALS

Please speak to Martin with any questions or for help filling out this form.