

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

The Royal Bank of Scotland International Global Banking, an NatWest, Registered Office: PO Box 66, Royal Bank House 71, Bala Street, St Helier, Jersey, JE1 0SR. Registered by the Jersey Financial Services Commission. Business address: PO Box 11, 18, Cleary Place, St Helier, Jersey, JE1 0BR. Regulated by the Jersey Financial Services Commission and licensed under the Banking Supervision (Banks) (Jersey) Law 2008, as amended. The Insurance Managers and Insurance Supervisors (Banks) (Jersey) Law 2002, and the Protection of Depositors (Banks) (Jersey) Law 2002, and the Protection of Depositors (Banks) (Jersey) Law 2002, as amended. Jersey. Business address: PO Box 12, Royal Bank House 1, St Helier, Jersey, JE1 0BR. Licensed by the Financial Supervision Commission of the Isle of Man to take deposits and carry on insurance business and regulated by the Insurance and Pensions Authority in respect of general business. Isle of Man business address: PO Box 7, 11 Prospect Hill, Douglas, Isle of Man, IM99 1AG. NatWest is the registered business name of The Royal Bank of Scotland International Limited (RBI) a subsidiary under the Business Names Regulations 2001. Client business address: National Westminster House, PO Box 700, 10, Leadenhall Road, London, England and authorised by the Financial Services Commission Gibraltar to undertake Banking and Investment Business from 17 and 18 Leadenhall Road, Gibraltar.

NW050000 (25/03/2009)

07500001

Page 1 of 1

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.