

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 \_\_\_\_\_