

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 use BLOCK CAPITALS and mark option boxes with an 'X'.

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 <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)  (DD/MM/YYYY) £

Date and amount of ongoing payments (If different from the first payment)  (DD/MM/YYYY) £

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) \_\_\_\_\_