



## New Standing Order Instruction

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 are paying (i.e. Payers name)

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.

### 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 Signatures

Date:.....