

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 _____