

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 _____