New Standing Order

Please write clearly in black ink in the white spaces with capital letters or cross the boxes.

All sections must be completed and then the completed to be sent to your bank.

1 Your details

Your full name or name of business

Sort code (being debited)

Account number (being debited)

Your contact telephone number

Branch name

2 Details of your standing order

Does this instruction replace any existing standing order or direct debit instructions?

Yes ☒ No ☒

Payment reference (if applicable)

If yes please give details in special instructions below and arrange to cancel them.

Recipient's name

First payment amount (if different to usual payment)

£ ⬛ — ⬛

First payment date

D D M M Y Y

Recipient's bank and branch name

Usual payment amount

£ ⬛ — ⬛

Recipient's sort code (6 digits)

Recipient's account number (8 digits)

Usual payment amount in words

How often do you want the payment made?

Other frequencies (give details)

Weekly ☒ 4 weekly ☒ Monthly ☒ Quarterly ☒ Half yearly ☒ Yearly ☒ ☒

Final payment amount (if different to usual payment) This must have a final payment date

£ ⬛ — ⬛

Please give details of any special instructions

Final payment date (if applicable)

D D M M Y Y

OR

Until further notice ☒

3 Signature Section

I authorise you to debit my/our account, in accordance with the details in Section 2.

This request is addressed to the bank which holds my/our account.

Your signature(s)

Date