

Your instruction to set up a New Standing Order



This form is for printing & use by you alone.

Please return the original form as photocopies are not acceptable.
Important - we cannot set standing orders up on savings accounts.

1 Your details

Your full name or name of business

Sort code to be debited

Account number to be debited

Your contact telephone number

Branch name of your bank

2 Details of your standing order

Does this instruction replace any **existing standing order** instructions?

Yes No

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

Recipient's name

Recipient's bank and branch name

Recipient's sort code (6 digits)

Recipient's account number (8 digits)

How often do you want the payments made?

Weekly 4 Weekly Monthly Quarterly Half yearly Yearly Other frequencies (give details)

Please give any special instructions - *eg. existing standing order*

Payment amount

Payment in words

Start date (DD-MM-YY)

Make payments until:

 Further notice

Date (DD-MM-YY)

3 Your agreement with us

I/we authorize 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

Once you have completed this form, please post it to your bank.

For bank use only

ID type and reference number

SMD checked

Sort code

Branch stamp

• PRINT •