



# 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 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 \_\_\_\_\_