

## New Standing Order Instruction

To: \_\_\_\_\_ Bank: \_\_\_\_\_

Please set up the following Standing Order and debit my/our account accordingly.

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### 1. Account Details

Account Name \_\_\_\_\_ Account Number

Account holding branch \_\_\_\_\_ Sort Code

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### 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)

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### 3. About the payment

How often are the payments to be made Monthly

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 transaction)

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### 4. Confirmation

Customer Signature(s)

Date