

New Standing Order Instruction



Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys.

Complete on screen, print copy, sign by authorised signatory and then forward in your usual way. DO NOT EMAIL.

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. Confirmation

How often are payments made:

Weekly

Two weekly

Four weekly

Monthly

Quarterly

Half yearly

Yearly

Date and amount of first payment (DD/MM/YYYY)
(please allow 3 working days for receipt)

£

Date and amount of ongoing payments (DD/MM/YYYY)
(if different from the first payment)

£

Choose one of the following two options:

1. Date and amount of final payment (DD/MM/YYYY)

£

2. Until further notice

4. Confirmation – to be signed by the authorised signatories, in accordance to the signing rules as specified on your current bank mandate

Customer signature(s)

Print name _____

Print name _____

Date (DD/MM/YYYY) _____

Date (DD/MM/YYYY) _____