

New  Amend

Please complete in BLOCK CAPITALS and in black ink. Please mark option boxes with an 'x'.

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)

Account type (if known) - the account type of the person or organisation you wish to pay  
 Current Account  Cash ISA  Help to Buy: ISA   
 Other (please specify)

### 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 (DD/MM/YYYY) £   
 (please allow 3 working days for receipt)

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

Choose one of the following two options

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

2. Until further notice  (payments will be made until you cancel this instruction)

### 4. Confirmation

Customer signature(s)

Date (DD/MM/YYYY) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_