

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 \_\_\_\_\_