

Standing Order Form

Instructions to your bank or building society

1 Details of the account where payments will come from

Account Name

Account number

Sort Code

2 Details of the account where payments will be sent to

Account Name

Name of bank or building society

Branch

Reference

Account number

Sort Code

3 Payment details

Regular amount (in figures)

£

Date of first payment

D	D	M	M	Y	Y	Y	Y
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Either

Date of final payment

D	D	M	M	Y	Y	Y	Y
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Or

Number of payments

Or

Continue payments until cancelled by me/us in writing-mark box with an x.

Frequency

Choose 1 option by marking one of the boxes with an X

Weekly Monthly Quarterly

6 monthly Annually

For weekly payments choose a day of the week

Monday Tuesday Wednesday

Thursday Friday

If you would like any other frequency, please specify the payment date required (e.g. 21st)

D	D
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4 Special Instructions

Please mark one of the boxes with an X, if either the first, or final payment amount, is different from the regular amount

First Final

Amount of first or final payment if different from regular amount

£

Signature

Signature (if Joint account)

Date

D	D	M	M	Y	Y	Y	Y
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