

STANDING ORDER INSTRUCTIONS

To: [Name of your Bank]:

Full Bank Address:

Please set up a new Standing Order from my bank account as follows:

Account holder's name:

Sort Code:

Account No:

in favour of:

Bank:

Sort Code:

Account No.:

Quoting ref.:

(please use surname, followed by first name/initial)

Amount of first payment:

Date of first payment:

Amount of usual payments: *(if different from first payment)*

Payments to be made:
(tick and complete)

Monthly on the _____ day of each month
OR Yearly on the _____ day of _____

Payments to continue:
(tick and complete)

Until the _____ day of _____, 20____
OR UNTIL FURTHER NOTICE

Signed: _____ Dated: _____

WHEN COMPLETED AND SIGNED, PLEASE SEND THIS FORM TO YOUR BANK