

## 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**