

To: *Your Bank Name Here*

Please tick box Set up a new Standing Order

Customer Account Details

Account Name Sort Code
Account Number

Set up a new Standing Order

Beneficiary Details – Who you want to pay

Sort Code
Account Number
Beneficiary Name
Reference

Payment Details

Amount of first payment £
Amount of usual payment £
Frequency of payment
(Weekly/Monthly/Annually)
Date of first payment
(Allow 7 days)
Continue until further notice

Customer to complete the following boxes

Customer Signature(s)

(Where signing mandate dictates both / all to sign, all parties must authorise instruction)

Customer Contact Phone Number

Date

Please send the completed form to Your Bank