



# STANDING ORDER INSTRUCTION

To:

Bank Name:

Branch address:

Postcode:

Please set up the following Standing Order and debit my/our account accordingly

## Account to be debited:

Account Number:

Sort Code:

Name of account-holder(s):

## Payee Details

Account Number:

Sort Code:

Bank:

Branch address:

Account Name:

Payment ref\*:

(\*In order to ensure your payment can be identified correctly, please complete the payment reference with your surname and postcode in the format SURNAME-POSTCODE e.g. SMITH-SS41BE)

## Payment Details

Amount of payment:

(in words):

Date of first payment:

and thereafter annually until further notice and debit my account accordingly

## Confirmation

Customer Signature(s):

Date:

Date:

Contact Number in case of query: