

Your instruction to set up a new

# Standing Order



The easy way to make regular payments from your account

## 1. Your Details

Please write clearly in the boxes with capital letters or tick the boxes. All sections must be completed.

Your full name

Bank & Branch name

Your contact telephone number

Sort Code

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Account Number

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## 2. Standing Order Details

Please allow up to three working days for the funds to reach the recipient's account.

Recipient's name

Special instructions

Recipient's bank and branch name

Recipient's Sort Code

3	0	0	0	0	0
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Recipient's Account Number

0	0	2	5	2	4	1	7
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First payment amount  
(if different to usual payment)

First payment date

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Usual payment amount

Usual payment amount in words

Your payment reference (maximum 18 characters)

How often do you want the payment made?

Weekly

Monthly

UNTIL FURTHER NOTICE

## 3. Signature

<b>Signature</b>	<b>Date</b>
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Please complete and forward to your bank