



New Standing Order Instruction

Please complete this form in BLOCK CAPITALS and in black ink

To Bank

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

1. Account details

Account name Account number
Account holding branch Sort code

2. Payee details

Name of person or organisation you are paying
Payment reference - this will appear on the bank statement of the person or organisation you wish to pay
(This should be your membership number and surname)
Sort code - the bank code of the person or organisation you are paying
Account number - the account number of the person or organisation you wish to pay
(Eight digits - if less place zeros at the front)

3. About the payment

How often are the payments to be made
Amount details
Date and amount of first payment £
(please allow 3 working days for receipt)
Date and amount of ongoing payments £
(If different from the first payment)

Until further notice (payments will be made until you cancel this instruction)

4. Confirmation

Customer signature(s)
Date