

To _____ Bank

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

1. Account details

Account name _____	Account number	<input type="text"/>
Account holding branch _____	Sort code	<input type="text"/>

2. Payee details

Name of person or organisation you are paying	<input type="text"/>
Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay	<input type="text"/>
Sort code - the bank code of the person or organisation you are paying	<input type="text"/>
Account number - the account number of the person or organisation you wish to pay (Eight digits - if less place zeros at the front)	<input type="text"/>

3. About the payment

How often are the payments to be made	Weekly	<input checked="" type="checkbox"/>	Two weekly	<input checked="" type="checkbox"/>	Four weekly	<input checked="" type="checkbox"/>	Monthly	<input checked="" type="checkbox"/>
	Quarterly	<input checked="" type="checkbox"/>	Half yearly	<input checked="" type="checkbox"/>	Yearly	<input checked="" type="checkbox"/>		

Amount details		
Date and amount of first payment (please allow 3 working days for receipt)	<input type="text"/>	£ <input type="text"/>

Date and amount of ongoing payments (If different from the first payment)	<input type="text"/>	£ <input type="text"/>
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Choose one of the following two options

1. Date and amount of final payment	<input type="text"/>	£ <input type="text"/>
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2. Until further notice	<input checked="" type="checkbox"/> (payments will be made until you cancel this instruction)
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4. Confirmation

Customer signature(s)

<input type="text"/>	<input type="text"/>
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Date _____