

# Standing Order Form

Instructions to your bank or building society

1 Details of the account where payments will come from	
Account Name <input type="text"/>	Account number <input type="text"/>
	Sort Code <input type="text"/>

2 Details of the account where payments will be sent to	
Account Name <input type="text"/>	Name of bank or building society <input type="text"/>
	Branch <input type="text"/>
Reference <input type="text"/>	Account number <input type="text"/>
	Sort Code <input type="text"/>

3 Payment details	
Regular amount (in figures) £ <input type="text"/>	Frequency Choose 1 option by marking one of the boxes with an X <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> 6 monthly <input checked="" type="checkbox"/> Annually
Date of first payment <input type="text"/>	For weekly payments choose a day of the week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Either Date of final payment <input type="text"/>	If you would like any other frequency, please specify the payment date required (e.g. 21st) <input type="text"/>
Or Number of payments <input type="text"/>	
Or <input type="checkbox"/> Continue payments until cancelled by me/us in writing-mark box with an x.	

4 Special Instructions	
Please mark one of the boxes with an X, if either the first, or final payment amount, is different from the regular amount <input type="checkbox"/> First <input type="checkbox"/> Final	Signature <input type="text"/>
Amount of first or final payment if different from regular amount £ <input type="text"/>	Signature (if Joint account) <input type="text"/>
	Date <input type="text"/>