

# Standing Order Form

Instructions to your bank or building society

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

| 2 Details of the account where payments will be sent to      |   |
|--|---|
| Account Name<br>Rayleigh Town Museum<br><input type="text"/> | Name of bank or building society<br>Barclays Bank<br><input type="text"/> |
| Reference<br><input type="text"/>                            | Branch<br><input type="text"/>  |
|  | Account number<br>4 3 9 9 0 8 6 9   |
|  | Sort Code<br>2 0 7 0 9 3  |

| 3 Payment details  |  |
|--|--|
| Regular amount (in figures)<br>£ <input type="text"/>  | Frequency<br>Choose 1 option by marking one of the boxes with an X<br><input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly<br><input type="checkbox"/> 6 monthly <input checked="" type="checkbox"/> Annually |
| Date of first payment<br>0 1 0 5 2 0 2 6   | For weekly payments choose a day of the week<br><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday<br><input type="checkbox"/> Thursday <input type="checkbox"/> Friday                                     |
| Either<br>Date of final payment<br>D D M M Y Y Y Y   | If you would like any other frequency, please specify the payment date required (e.g. 21st)<br>D D   |
| Or<br>Number of payments<br><input type="text"/>   |  |
| Or<br><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<br><input type="checkbox"/> First <input type="checkbox"/> Final | Signature<br><input type="text"/>                    |
| Amount of first or final payment if different from regular amount<br>£ <input type="text"/>   | Signature (if Joint account)<br><input type="text"/> |
|   | Date<br>D D M M Y Y Y Y                              |