

### Instruction to your Bank or Building Society to pay by Standing Order Mandate

Please fill in the form below using a ball point pen and **send it to your bank.**

To  Bank

Address

Please Pay  Sort Code   -   -

For the credit of  Account number

the sum of £  Amount in words

Commencing	Date of first payment	and thereafter	Due date and frequency	until further notice in writing or	Date of last payment	and debit my/our account accordingly
	<input type="text" value="ASAP"/>	every month	<input type="text" value="1st of month"/>		<input type="text"/>	

Name of account to be debited	Branch Sorting Code	Account number
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Signature(s)   Date

Banks and Building Societies may decline to accept Standing Orders to certain types of account other than Current Accounts.

**NOTE:** The Bank will not undertake to:

- a) advise remitter's address to beneficiary;
- b) advise beneficiary of inability to pay;
- c) request beneficiary's banker to advise beneficiary of receipt;
- d) accept instructions to pay as soon as possible after the specified date as there are funds to meet the payment, if funds not available on the specified date.

**Payments may take 3 working days or more to reach the beneficiary's account. Your branch can give further details.**