

# New standing order instruction

Please write clearly in **black ink** in the white spaces with capital letters or cross the boxes.

All sections must be completed.

## 1 Your Details

Your full name or name of business

Sort code (being debited)

 -  - 

Account Number (being debited)

Your contact telephone number

Branch name

## 2 Details of your standing order

Does this instruction replace any existing standing order or direct debit instructions?

Yes  No

Payment reference (if applicable)

If **yes** please give details in special instructions below and arrange to cancel them.

Recipient's name

First payment amount (if different to usual payment)

£  -

Recipient's bank and branch name

First payment date

Recipient's sort code (6 digits)

Recipient's Account Number (8 digits)

Usual payment amount in words

How often do you want the payment made?

Weekly  4 weekly  Monthly  Quarterly  Half Yearly  Yearly  Other frequencies (give details)

Final payment amount (if different to usual payment) This must have a final payment date

£  -

Please give details of any special instructions

Final payment date (if applicable)

Until further notice

OR

## 3 Confirmation

Your signature (s)

Your signature (s)

Date

Date

Please take this form to your bank and they will arrange for your standing order to be set up.

On behalf of St Andrews a massive thank you.