

The world's local bank

## Standing Order & Direct Debit Instruction Form

Please complete all boxes where indicated with an asterisk\* below, using block capitals.  
(Beneficiary is the person receiving the payment. The reference is the name that will appear on the beneficiary's statement.)

Account Holder's Sort Code\*  -  -  Account number\*

Account Name\*  Date\*

Contact Telephone Number\*  Staff Name\*

**New Standing Order Instruction**

Name of Beneficiary  Beneficiary Reference

Beneficiary Sort Code  -  -  Beneficiary Account number

Amount  Amount in words

Date of first payment  Amount of subsequent payments (if different from first payment)

Amount of subsequent payment in words

Due date and frequency of payments

Date of final payment  or Until Further Notice

**Amendment to an Existing Standing Order**

Name of Beneficiary

Current Amount Paid  Beneficiary Reference

Name of new Beneficiary  New Beneficiary Reference

New Beneficiary Sort Code  -  -  New Beneficiary Account number

New amount payable  Amount in words

New due date and frequency of new payments:  Date of amendment to take effect from

(Payments already made before the date of receipt of this instruction cannot be amended.)

**Cancellation of an existing Standing Order/Direct Debit**

Name of Beneficiary

Amount  Beneficiary Reference

Date of final payment  With immediate effect

(Cancellation instructions must be received before the due date of payment, you must inform the beneficiary of cancellation.)

**Cancel all Direct Debits**

**Cancel all Standing Orders**

**Special Instructions** (where the above boxes do not cover the specific amendment/instruction)

Signature

Date