



# Standing Order Instruction

Please complete in BLOCK CAPITALS.

To \_\_\_\_\_ Bank

Please set up the following Standing Order and debit my/our account accordingly

## 1. Your account details

Account name \_\_\_\_\_ Account number

Account branch \_\_\_\_\_ Sort code

## 2. Payee details

Paying

Payment reference

Sort code

Account number

## 3. About the payment

How often are the payments to be made  
Weekly  Two weekly  Four weekly  Monthly   
Quarterly  Half yearly  Yearly

### Amount details

Date and amount of first payment (allow 10 working days for receipt) (DD/MM/YY)  £

Date and amount of ongoing payments (If different from the first payment) (DD/MM/YY)  £

Choose one of the following two options

1. Date of final payment (DD/MM/YY)

2. Until further notice  (payments will be made until you cancel this instruction)

## 4. Confirmation

Customer signature(s)

Date (DD/MM/YYYY) \_\_\_\_\_

Please complete the form and return directly to your own bank or return to the Parish Office for us to forward on.