

To ..... Bank

**STANDING ORDER MANDATE**

Postal Address .....

Please pay

for the credit of

the sum of

commencing

Bank		Branch Title (not address)				Sorting Code Number	
Beneficiary's Name		Account Number				Quoting Reference	
Amount	Amount in words						
£							
Date of first payment	and thereafter every	Due date and frequency	until further notice in writing or	Date of last payment		and debit my/our account accordingly	

<b>PLEASE CANCEL ALL PREVIOUS STANDING ORDER/DIRECT DEBIT MANDATES IN FAVOUR OF</b>	<b>UNDER REFERENCE NUMBER</b>

If there are any special instructions please tick this box  and write details overleaf

Name of Account to be debited

Sorting Code

Account Number

Signature(s) ..... Date: .....

**Banks may decline to accept instructions to charge Standing Orders to certain types of account other than Current Accounts.**

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

- a) make any reference to Value Added Tax or pay a stated sum plus V.A.T., or other indeterminate element.
- b) advise remitter's address to beneficiary.
- c) advise beneficiary of inability to pay.
- d) request beneficiary's banker to advise beneficiary of receipt.
- e) accept instructions to pay as soon after the specified date as there are funds to meet the payment, if funds are 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.**

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