

Business Banking

Instruction to your bank or building society to pay by standing order



Please complete in BLOCK CAPITALS and in black ink marking the appropriate box(es) with an X
If you make a mistake, shade out the whole box and mark the correct one.

1 Details of the account where payments will come from [YOUR ACCOUNT DETAILS]

Account name

Account number

Sort code

Name of bank or building society

Address

Post Code

2 Details of the account where payments will be sent to

Account name

PAYEMENT
REFERENCE

Student[s] - School [eg:- John Smith - Crawley]

Name of bank or building society

Branch

Account number

Sort code

3 Payment details

Regular amount (in figures)

Date of first payment

Continue payments until cancelled by me/us in writing - mark box with an X.

Frequency

Choose 1 option by marking one of the boxes with an X

Weekly

Monthly

For weekly payments choose a day of the week

Monday

Signature

Signature (if joint account)

Date