

## Standing Order Instruction

Store

### 1. CUSTOMER DETAILS

Customer Name

Customer Number

Account Holding  
Store

Account Number

### 2. BENEFICIARY DETAILS

Beneficiary Name

Beneficiary Sort  
Code

Beneficiary Account  
Number

Payment Reference

### 3. FREQUENCY

Payment Frequency ☒ Weekly ☒ Monthly ☒ Quarterly ☒ Yearly ☒ Other .....

### 4. PAYMENT DETAILS

Date and amount of first payment

 £ 

Date and amount of ongoing payments (if amount  
different from the first payment)

 £ 

Select one of the following options:

☒ 1. Date and amount of final payment

 £ 

☒ 2. Until further notice

### 5. CUSTOMER SIGNATURE

Primary Applicant

Date

FOR INTERNAL USE ONLY

☒ ID&V confirmed (refer to ID&V Matrix)

☒ Request fully input to T24

Inputter Signature

Name:

Date:

Secondary Applicant

Date

Refer to Manager:

☒ HVT completed and attached (if applicable)

☒ Standing Order authorised

Manager Signature

Name:

Date: