

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: