

Standing Order Instruction

1. SCHEME DETAILS

Scheme Name *Scheme*

Account Number

2. BENEFICIARY DETAILS

Beneficiary Name

Beneficiary Sort Code *LLOYDS*

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. TRUSTEE SIGNATURE

1st Signatory

Date

2nd Signatory

Date

FOR INTERNAL USE ONLY

Call back made

Date:

Time:

Administrator Signature

Peer Review

Manager Signature

Name:

Date: