

## Standing Order Instruction

### 1. SCHEME DETAILS

Scheme Name

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. TRUSTEE SIGNATURE

1st Signatory



Date

#### FOR INTERNAL USE ONLY

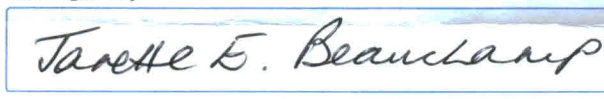
Call back made

Date:

Time:

Administrator Signature

2nd Signatory



Date

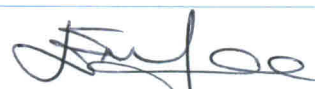
Peer Review

Manager Signature

Name:

Date:

3rd Signatory:

  
EMMA DANE  
14/03/2018