

## 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

Secondary Applicant

Date

#### FOR INTERNAL USE ONLY

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

☒ Request fully input to T24

Inputter Signature

Name:

Date:

#### Refer to Manager:

☒ HVT completed and attached (if applicable)

☒ Standing Order authorised

Manager Signature

Name:

Date: