

## **Standing Order Instruction**

1. CUSTOMER DETAILS
Customer/Business Name
Account Number
2. BENEFICIARY DETAILS
Beneficiary Name
Account Type Personal Account Business Account
Beneficiary Sort     Beneficiary Account       Code     Number
Payment Reference
Confirmation of Payee Match Close Match No Match Not Checked Outcome Understood (internal use only - new beneficiaries)
3. FREQUENCY
Payment Frequency Weekly Monthly Quarterly Yearly Other
4. PAYMENT DETAILS
Date and amount of first payment     f       Date and amount of ongoing payments     f
(if amountdifferent 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 Secondary Applicant
J- Enset
Name:     Name:Emily McAlister
Date: 28.10.24
FOR INTERNAL USE ONLY       Refer to Manager:         ID&V confirmed (refer to ID&V Matrix)       HVT completed and attached (if applicable)         Request fully input to T24       Authorised or referred to EPT         Inputter Signature       Manager Signature
Name: Name:
Date:

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