

Standing Order Instruction

1. CUSTOMER DETAILS

Customer/Business Name

Account Number

2. BENEFICIARY DETAILS

Beneficiary Name

Account Type

☐

Personal Account

☐

Business Account

Beneficiary Sort
Code

Beneficiary Account
Number

Payment Reference

Confirmation of Payee
Outcome Understood
(internal use only - new beneficiaries)

☐

Match

☐

Close Match

☐

No Match

☐

Not Checked

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

Name:

Date:

FOR INTERNAL USE ONLY

☐

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

☐

Request fully input to T24

Inputter Signature

Name:

Date:

Secondary Applicant

Name: Emily McAlister

Date: 28.10.24

Refer to Manager:

☐

HVT completed and attached (if applicable)

☐

Authorised or referred to EPT

Manager Signature

Name:

Date: