

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:

Date:

Refer to Manager:

- ☐ HVT completed and attached (if applicable)
- ☐ Authorised or referred to EPT

Manager Signature

Name:

Date: