

Standing order form

Instructions to your bank or building society

Please complete in CAPITALS and black ink. Please mark option boxes with 'x'.

To: the Manager, _____ Bank / Building Society

Branch address: _____

Please set up the following standing order and debit my / our account accordingly.

1 Details of account from which payment is to be made

Account name

Account number

Sort code

2 Details of destination account

Account name

Account number

Sort code

Name and address of bank

Payee's reference

(PCC Treasurer to complete)

3 About the payments

Regular amount (in figures)

£

Frequency (choose one option by marking with 'x')

Weekly Monthly Quarterly

Date of first payment

Six monthly Annually

Choose **one** of the following two options:

a. Date of final payment

b. Until further notice

(Payments will continue until cancelled in writing)

4 Confirmation

Signature

Signature (if joint account)

Date