

To _____ Bank

1. Account Details

Account name _____ Account number

Account holding branch _____ Sort code

2. Payee Details

Name of person or organisation you are paying

Payment reference - Insert **your name** in this instance, so we know who is sending the money.

Sort code - the bank code of the person or organisation you are paying

Account number - the account number of the person or organisation you wish to pay (eight digits - if less place zeros at the front)

3. About the pay-

How often are the payments to be made

Weekly	<input type="checkbox"/>	Two Weekly	<input type="checkbox"/>	Four Weekly	<input type="checkbox"/>	Monthly	<input checked="" type="checkbox"/>
Quarterly	<input checked="" type="checkbox"/>	Half Yearly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>		

Amount details

Date and amount of first payment (please allow 3 working days for receipt)

Date and amount of ongoing payments (If different from the first payment)

Choose one of the following two options

1. Date and amount of final payment

2. Until further notice (payments will be made until you cancel the instruction)

4. Confirmation

Customer signature(s)

Date _____