

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys.

Complete on screen, print copy, sign by authorised signatory and then forward in your usual way. DO NOT EMAIL.

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 (if known) – this will appear on the bank statement of the person or organisation you wish to pay
 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 payment

How often the payments are made: Weekly Two weekly Four weekly Monthly
 Quarterly Half yearly Yearly

Amount
 Date and amount of first payment (DD/MM/YYYY) £
 (please allow 3 working days for receipt)

Date and amount of ongoing payments (if different from the first payment) (DD/MM/YYYY) £

Choose one of the following two options

1. Date and amount of final payment (DD/MM/YYYY) £

2. Until further notice

4. Confirmation - to be signed by the authorised signatories, in accordance to the signing rules as specified on your current bank mandate
 Customer signature(s)

Date _____

Date _____