

## New Standing Order Instruction

To: \_\_\_\_\_ Bank: \_\_\_\_\_

Please set up the following Standing Order and debit my/our account accordingly.

### 1. Account Details

Account Name \_\_\_\_\_ Account Number \_\_\_\_\_

Account holding branch \_\_\_\_\_ Sort Code \_\_\_\_\_

### 2. Payee Details

Name of person or organisation you are paying

**WORKINGTON ASC**

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

**77 - 29 - 18**

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

**38898168**

### 3. About the payment

How often are the payments to be made

Monthly

**X**

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

**X**

(payments will be made until you cancel this transaction)

### 4. Confirmation

Customer Signature(s)

Date