

# New standing order

FREF 101021

**Before you begin:** It's best to save this form to your computer and open it using Adobe Acrobat Reader. Doing this will allow you to fill in the PDF and upload signatures. You can get the latest version of Adobe Acrobat Reader by visiting <https://get.adobe.com/reader/>

## Guidance notes

You can fill in this form online. Use the toolbar to save your progress.  
Upload an image of your signature in the signatories' section once you have completed your application.

You can email your signed form to us using the contact details at the bottom of the form.  
You can also print this form and complete it by hand.

## 1 Your business details

Your full name or name of business <input type="text"/>	Sort code (being debited) <input type="text"/>	Account number (being debited) <input type="text"/>
Your contact telephone number <input type="text"/>	Business email address (this email address will not be used for marketing purposes) <input type="text"/>	

## 2 Details of your standing order

Does this instruction replace any existing <b>standing order or Direct Debit instructions?</b> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Payment reference (if applicable) <input type="text"/>
<b>If yes</b> please instruct cancellation via your online channel.	First payment amount (if different to usual payment) £ <input type="text"/>
Recipient's name <input type="text"/>	First payment date <input type="text"/>
Recipient's bank and branch name <input type="text"/>	Usual payment amount £ <input type="text"/>
Recipient's sort code <input type="text"/>	Usual payment amount in words <input type="text"/>
Recipient's account number <input type="text"/>	Final payment amount (if different to usual payment). This must have a final payment date. £ <input type="text"/>
How often do you want the payment made? Weekly <input checked="" type="checkbox"/> 4 Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Half Yearly <input checked="" type="checkbox"/> Yearly <input checked="" type="checkbox"/>	Final payment date (if applicable) <input type="text"/> OR <input checked="" type="checkbox"/> Until further notice
Other frequencies (please give details of any special instructions) <input type="text"/> <input type="text"/> <input type="text"/>	

There are **two** ways to add signatures to the form:

- 1 Upload an image of your signature
- 2 Print and sign with a pen.

**To upload an image:**

- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the signature field to upload your image.

We strongly recommend you send the form to any other approvers and/or people who've been added to sign first.

Once you're satisfied, please sign and return the form to us (see details below).

I authorise you to debit my/our account, in accordance with the details in Section 2. This request is addressed to the bank which holds my/our account.

**Your Signature**

**Your Signature**

**Your Signature**

**Your Signature**

If you have additional signatories, please attach the form to an email and send to the other signatory(s) to counter sign.

Please ensure the form has been signed by all the required signatories before returning it to the Bank.

Once completed and signed:

- Email the form to: [commercialclientservicing@lloydsbanking.com](mailto:commercialclientservicing@lloydsbanking.com)  
OR
- Post the form to:  
**Bank of Scotland, Commercial Servicing, Edinburgh, BX2 1LB**

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.

Bank of Scotland plc, Registered in Scotland SC327000. Registered Office: The Mound, Edinburgh EH1 1YZ.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 169628.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.