

New standing order

For Business Banking Customers

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 also print this form and complete it by hand.

All sections must be completed.

Please return the original form as photocopies are not acceptable.

Please note:

We cannot set standing orders or Direct Debits up on savings accounts.

1 Your details

Your full name or name of business

Sort code (being debited)

Account number (being debited)

Your contact telephone number

Branch name

2 Details of your standing order

Does this instruction replace any existing **standing order or Direct Debit instructions?**

Yes No

If yes please give details in special instructions below and arrange to cancel them.

Recipient's name

Recipient's bank and branch name

Recipient's sort code

Recipient's account number

How often do you want the payment made?

Weekly 4 Weekly Monthly Quarterly Half Yearly Yearly

Other frequencies (Please give details of any special instructions)

Payment reference (if applicable)

First payment amount (if different to usual payment)

£

First payment date

Usual payment amount

£

Usual payment amount in words

Final payment amount (if different to usual payment). This must have a final payment date.

£

Final payment date (if applicable)

OR

Until further notice

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.

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

Once completed and signed:

- Post the form to: **Bank of Scotland, PO Box 548, Leeds, LS1 1WU.**

For bank use only

ID type and reference number

SMD
checked



Sort code

For 30-00-02 accounts and all corporate (set 41) customers, send the completed form to:

City Office, Gillingham, Kent, TNT 23

Branch stamp

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

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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.