

New standing order

Please write clearly in **black ink** in the white spaces with capital letters or cross the boxes.

Please return the **original** form as photocopies are not acceptable.

All sections must be completed.

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

Payment reference (if applicable)

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

First payment amount (if different to usual payment)

£ -

Recipient's name

First payment date

Recipient's bank and branch name

Usual payment amount

£ -

Recipient's sort code (6 digits)

Recipient's account number (8 digits)

Usual payment amount in words

How often do you want the payment made?

Weekly

4 weekly

Monthly

Quarterly

Half yearly

Yearly

Other frequencies (give details)

Final payment amount (if different to usual payment).

This must have a final payment date

£ -

Please give details of any special instructions

Final payment date (if applicable)

OR

Until further notice

3 Your agreement with us

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.

PERSONAL CUSTOMERS - To check your account or amend a standing order call the Contact Centre on 08457 213141

Once you have completed this form, please return it to:

Halifax, PO Box 548, Leeds, LS1 1WU.

Your signature(s)

Date

For bank use only

ID type and reference number

SMD checked

Sort code

For 30-00-02 accounts and all corporate customers, send the completed form to City Office, Gillingham, Kent, TNT 23.

Branch stamp

We may monitor or record calls in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

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.