

New standing order



Please write clearly in **black ink** in the white spaces with capital letters or cross the boxes.
All sections must be completed.

Please return the **original** form as photocopies are not acceptable.
Important – we cannot set standing orders or direct debits up on savings accounts.

1 Your details

Your full name or name of business

Your contact telephone number

Sort code (being debited)

Account number (being debited)

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.

Payment reference (if applicable)

Recipient's name

First payment amount (if different to usual payment) £

Recipient's bank and branch name

First payment date

Recipient's sort code (6 digits) Recipient's account number (8 digits)

Usual payment amount £

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 0345 3 000 000

Your signature(s)

Date

Once you have completed this form, please return it to: **Lloyds Bank, Box 1, BX1 1LT.**

For bank use only

ID type and reference number

Sort code

SMD checked

Branch stamp

