

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys.

Complete on screen, print copy, sign by authorised signatory and then forward in your usual way. DO NOT EMAIL.

1. Account details

Account name	<input type="text"/>	Account number	<input type="text"/>
Account holding branch	<input type="text"/>	Sort code	<input type="text"/>

2. Payee details

Name of person or organisation you are paying	<input type="text"/>
Payment reference (if known) – this will appear on the bank statement of the person or organisation you wish to pay	<input type="text"/>
Sort code – the bank code of the person or organisation you are paying	<input type="text"/>
Account number – the account number of the person or organisation you wish to pay (Eight digits – if less place zeros at the front)	<input type="text"/>

3. Confirmation

How often are payments made:

Weekly	<input type="checkbox"/>	Two weekly	<input type="checkbox"/>	Four weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>	Half yearly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>		

Date and amount of first payment (DD/MM/YYYY) (please allow 3 working days for receipt)	<input type="text"/>	£	<input type="text"/>
Date and amount of ongoing payments (DD/MM/YYYY) (if different from the first payment)	<input type="text"/>	£	<input type="text"/>

Choose one of the following two options:

1. Date and amount of final payment (DD/MM/YYYY)	<input type="text"/>	£	<input type="text"/>
2. Until further notice	<input type="checkbox"/>		

4. Confirmation – to be signed by the authorised signatories, in accordance to the signing rules as specified on your current bank mandate

Customer signature(s)	<input type="text"/>	<input type="text"/>
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Print name _____

Print name _____

Date (DD/MM/YYYY) _____

Date (DD/MM/YYYY) _____