

**To your bank**

**Standing Order Mandate**

To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Bank | | Branch (not address) | | | | | | | | | | Sort Code | |
| Please pay | HSBC | | London ST. Norwich | | | | | | | | | | 40-35-09 | |
|  | Beneficiary’s Name | | Account Number | | | | | | | | | | Quoting Reference | |
| For the Credit of: | The Norwich Gundog Club | | 2 | 1 | 7 | 0 | 6 | | 4 | 7 | 0 | |  | |
|  | Amount | | Amount in Words | | | | | | | | | | | |
| The Sum of | £12.00 | | Twelve pounds | | | | | | | | | | | |
|  | Date of First Payment | And thereafter every… | Due date and frequency | | | | | Until further notice in writing or… | | | | Date of Last Payment | | And debit my/our account accordingly |
| Commencing |  | 1st Feb Annually | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please cancel all previous standing order/ direct debit mandates in favour of | Under Reference Number | Account to be debited | Account number | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| Special instructions | | | | | | | | | | |

Signature/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banks may decline to accept instructions to charge standing orders to certain types of account other than Current Accounts

NOTE: the Bank will not undertake to:

1. Make any reference to Value Added Tax or pay a stated sum plus V.A.T., or other indeterminate element.
2. Advise remitter’s address to beneficiary.
3. Advice beneficiary of inability to pay.
4. Request beneficiary’s banker to advise beneficiary of receipt.
5. Accept instructions to pay as soon after the specified date as there are no funds to meet the payment. If funds not available on the specified date.

Payments may take 3 working days or more to reach the beneficiary’s account. Your branch can give further details.