

**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.**

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**1. Account details**

Account name

Account number

Account holding branch

Sort code

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**2. Payee details**

Name of person or organisation you are paying

Payment reference (if known) – this will appear on the bank statement of the person or organisation you wish to pay

Sort code – the bank code of the person or organisation you are paying

Account number – the account number of the person or organisation you wish to pay  
(Eight digits – if less place zeros at the front)

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**3. Confirmation**

How often are payments made:

Weekly Two weekly Four weekly Monthly Quarterly Half yearly Yearly Date and amount of first payment (DD/MM/YYYY)  
(please allow 3 working days for receipt)

£

Date and amount of ongoing payments (DD/MM/YYYY)  
(if different from the first payment)

£

Choose one of the following two options:

1. Date and amount of final payment (DD/MM/YYYY)

£

2. Until further notice 

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**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)

Print name \_\_\_\_\_

Print name \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_