



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.

Recipient's name
 K I N G S B R I D G E
 C O L L E G E P T F A

Recipient's bank and branch name
 L L O Y D S T S B B A N K P L C

Recipient's sort code (6 digits)

Recipient's account number (8 digits)

How often do you want the payment made?
 Weekly 4 weekly Monthly Quarterly Half yearly Yearly Other frequencies (give details)

Please give details of any special instructions

Payment reference (if applicable)

If the funds are being sent to a non-Lloyds TSB account please allow up to three working days for funds to reach the recipient's account.

First payment amount (if different to usual payment)
 £

First payment date
 D D M M Y Y

Usual payment amount
 £

Usual payment amount in words

Final payment amount (if different to usual payment) This must have a final payment date
 £

Final payment date (if applicable) D D M M Y Y OR Until further notice

3 Your agreement with us

- Please note that we will not:
- make any reference to VAT or any other indeterminate element
 - advise your address to the person/organisation you are paying
 - tell the person/organisation you are not able to pay
 - ask the bank of the person/organisation you are paying to tell this person/organisation when payments are received.

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 0845 3 000 000

Your signature(s)

Date

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

For bank use only

From branch name and contact name SMD checked

Sort code

For 30-00-02 accounts and all corporate (set 41) customers, send the completed form to City Office, Gillingham, Kent, TN1 23.

Branch stamp

