Your instruction to set up a

New standing order

Lloyds TSB

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

Sort code (being debited)

Account number (being debited)

Your contact telephone number

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

SEVINGTON SCHOOL PROJECT

Recipient's bank and branch name

Lloyds TSB, CHIPPENHAM

Recipient's sort code (6 digits)

30 91 99

Recipient's account number (8 digits)

02207537

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)

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

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

ID type and reference number

SMD checked ☒

Sort code

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

Branch stamp