

# New standing order

For Business Banking Customers

# LLOYDS BANK



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

Recipient's bank and branch name

Recipient's sort code  Recipient's account number

How often do you want the payment made?  
 Weekly  4 Weekly  Monthly  Quarterly  Half Yearly  Yearly

Other frequencies (Please give details of any special instructions)

Payment reference (if applicable)

First payment amount (if different to usual payment)  
 £

First payment date

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)  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 0345 3 000 000.**  
 Once you have completed this form, please return it to: **Lloyds Bank, Box 1, BX1 1LT.**

Your Signature(s)

Date

### 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

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.

