

# Standing order mandate instruction

Please fill in this form using capitals in black ink and return it to your bank or building society

Please use the invoice number as reference

To: **The Manager**

Customer's Bank/ Building Society Full Name:

Bank/ Building Society Full Address:

Branch Sort Code:

Bank/ Building Society Account Number:

Can you arrange standing order payments as detailed below:

Please Pay To: **National Westminster Bank**

Sort Code: 

6

2

2

2

3

2

Bank Account Number: 

2

7

5

4

0

0

2

2

Invoice Number: 

5

0

For The Credit of: **London Borough of Southwark**

The Sum of: £

Sum in Words:

Payment dates:  
I would like to pay my invoice monthly on or just after the following date (please pick one):

7th ☐

21st ☐

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OR

I would like to pay my invoice quarterly on or just after the following date (please tick):

1 April, 1 July, 1 October and 1 January

☐

First Payment Due:

/ /

Last Payment Due:

/ /

Last Payment Amount

£  
\_\_\_\_\_

Name (in block letters):

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date Signed:

/ /