



# 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

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.

Bank.

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.

Recipient's name

First payment amount (if different to usual payment)

£  -

First payment date

Recipient's bank and branch name

CLUB.

Usual payment amount

£  -

Recipient's sort code (6 digits)

Recipient's account number (8 digits)

Usual payment amount in words

How often do you want the payment made?

Weekly 4 weekly  Monthly Quarterly Half yearly Yearly

Other frequencies (give details)

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

£ -

Please give details of any special instructions

Final payment date (if applicable)

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, TNT 23.

Branch stamp

