



# Standing order

The easy way to make regular payments from your account

## 1 Your details

Please write clearly in the white spaces with capital letters or tick the boxes.

All sections must be completed.

Your full name or name of business

Branch name

Sort code

Account number

Your contact telephone number

## 2 Standing order details

Does this instruction replace any existing standing order or direct debit instructions?

Yes ☒ No ☐

How often do you want the payment made?

4 weekly ☒

Monthly ☐

If yes please give details in special instructions below.

Quarterly ☒

Half yearly ☐

Yearly ☐

Recipient's name

Recipient's bank and branch name

Recipient's sort code

Recipient's account number

First payment amount  
(if different to usual payment)

First payment date

Usual payment amount

Usual payment amount in words

Special instructions

Your payment reference

Final payment amount  
(if different to usual payment)

Final payment date  
(if applicable)

Until further notice ☒

or

## 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.

ID confirmed ☒  
(for bank use only)

☐

Your signature(s)

Date

For bank use only

From branch name

Sort code

Contact name

Lloyds TSB Bank plc  
Registered Office:  
71 Lombard Street,  
London,  
EC3P 3BS.

Registered in England and  
Wales: Number 2065.

Lloyds TSB Scotland plc  
Registered Office:  
Henry Duncan House,  
120 George Street,  
Edinburgh  
EH2 4LH.

Registered in Scotland:  
Number 95237.

Members of the Banking  
Ombudsman Scheme, and  
signatories to the Banking Code.