

# Request for a Standing Order

To: The Manager, \_\_\_\_\_

You are authorised to set up a Standing Order on my/our account as specified below.

My/Our account will at all times contain sufficient funds to enable each payment to be effected on the due date.

**I understand that if three consecutive payments are not made due to insufficient funds the Bank may cancel this standing order without further reference to me.**

## Customer Details

NAME: \_\_\_\_\_

ACCOUNT:

NSC:  -  -

Please complete and submit at least 5 working days before commencement of first payment date.

## NEW Standing Order (From above Current Account)

BENEFICIARY NAME: \_\_\_\_\_

BENEFICIARY ACCOUNT:

NSC:  -  -

REFERENCE: \_\_\_\_\_

FREQUENCY: (ie - weekly, monthly) \_\_\_\_\_

Please Print Clearly

START DATE:

AMOUNT:

EXPIRY DATE:

AMOUNT:

AMOUNT IN WORDS: \_\_\_\_\_

CUSTOMER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

## AMEND Standing Order CANCEL Standing Order

tick as appropriate

S/O NUMBER:

BENEFICIARY NAME: \_\_\_\_\_

ACCOUNT NUMBER:

AMOUNT:

NEW AMOUNT:

EFFECTIVE FROM:

OTHER: \_\_\_\_\_

CUSTOMER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_