

Your instruction to set up a New Standing Order

Recipient's Bank:
CAF Bank Ltd,
25 Kings Hill Avenue,
Kings Hill,
West Malling,
Kent, ME19 4JQ T: 03000 123 456

Sort Code: 40-52-40
Account Number: 00029715

Recipient:

Family Library Ltd
Westmoreland Road
Douglas
Isle of Man
IM1 1RL

Your full name or name of business

Bank Branch and address

Sort Code (being debited)

Account number (being debited)

Your contact telephone number

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

Yes No

Payment reference (if applicable)

First payment (if different to usual payments)

£ -

First payment date

Usual payment amount

£ -

Usual payment in words

Final payment amount (if different from usual payment)

£ -

Final payment date (if applicable)

or until further notice

How often do you want payment made?

Weekly 4 weekly Monthly Quarterly Half Yearly Other

Please give details of special instructions

I authorise you to debit my/our account, in accordance with the details above.

This request is addressed to the bank which holds my/our account.

Once you have completed this form please send it to your own bank. Thank you.

Your signature

Date