

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:

Bank Account Number:

Invoice Number:

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: / /
