

# Guidance example

The name of YOUR Bank



## STANDING ORDER MANDATE

Your Bank's SORT CODE

To: \_\_\_\_\_ Bank \_\_\_\_\_ Sort Code: \_\_\_\_\_

Postal Address \_\_\_\_\_

Your Bank's ADDRESS

We would like you to commence this in January

Please pay the undernoted Standing Order with effect from \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please sign and date it as your authorisation

Please pay the standing order to:-

(BENEFICIARY DETAILS)

Bank **Bank of Scotland**  
Branch Address **167 High Street, IRVINE**

Enter YOUR NAME here as this is HOW WE SHALL IDENTIFY YOU WHEN YOU WIN A PRIZE

Account Name **Irvine Incorporated Trade** Account Number **00756027**

Reference No.:

Enter the month you are starting this payment from your account

Please pay the following:-

(PAYMENT DETAILS)

Amount £ **5.00** In words **Five Pounds**

Commencing **10/ /200** Due Date & Frequency **10<sup>th</sup> Monthly** Last payment **Until further notice**

To be debited from my Account:-

(REMITTERS DETAILS)

Account Number \_\_\_\_\_

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Enter YOUR Bank ACCOUNT number here

Enter the NAME shown on YOUR account here

Enter your address here for 200 Club records

Special instructions \_\_\_\_\_

PLEASE CANCEL ALL PREVIOUS STANDING ORDER AND/OR DIRECT DEBIT MANDATES UNDER REFERENCE NO

BANKS MAY DECLINE TO ACCEPT INSTRUCTIONS TO CHARGE STANDING ORDERS TO CERTAIN TYPES OF ACCOUNTS OTHER THAN CURRENT ACCOUNTS.