



New Standing Order Instruction

EXAMPLE

→ Your bank

To HSBC

Bank

Please set up the following Standing Order and debit my/our account accordingly

1. Account details

Account name Mr S. A Brown

Account number 11709023

Account holding branch Romford - Market Place

Sort code 403842

2. Payee details

Name of person or organisation you are paying

HHDCIC

Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay

FHHDCIC

Sort code - the bank code of the person or organisation you are paying

560047

Friends of Harmony House Dagenham Community Interest Company.

Account number - the account number of the person or organisation you wish to pay (Eight digits - if less place zeros at the front)

31588166

→ your bank details

EXAMPLE

3. About the payment

How often are the payments to be made

Weekly

Two weekly

Four weekly

Monthly

Quarterly

Half yearly

Yearly

Amount details

Date and amount of first payment (please allow 3 working days for receipt)

0201109

£ 25.00

Date and amount of ongoing payments (if different from the first payment)

01/01/09

£

Choose one of the following two options

1. Date and amount of final payment

£

2. Until further notice

(payments will be made until you cancel this instruction)

4. Confirmation

Customer signature(s)

EXAMPLE

Date 16/10/2009