

# New standing order

For Business Banking Customers

Please write clearly in **black ink** in the white spaces with capital letters or cross the boxes.

All sections must be completed.

Please return the **original** form as photocopies are not acceptable.

**Important** – we cannot set standing orders or direct debits up on savings accounts.

## 1 Your details

Your full name or name of business

Your contact telephone number

Sort code (being debited)  -  -

Account number (being debited)

Branch name

## 2 Details of your standing order

Does this instruction replace any existing **standing order** or **direct debit** instructions? Yes  No

If yes please give details in special instructions below and arrange to cancel them.

Recipient's name  
**British Society for The Study of Vulval Diseases**

Recipient's bank and branch name  
**LLOYDS BANK PLC LEICESTER**

Recipient's sort code   -   -

Recipient's account number

How often do you want the payment made?

Weekly  4 Weekly  Monthly  Quarterly  Half Yearly  Yearly  Other frequencies (give details)

Please give details of any special instructions

Payment reference (if applicable)

First payment amount (if different to usual payment)  
 £

First payment date  
  /   /

Usual payment amount  
 £  **60.00**

Usual payment amount in words  
**SIXTY POUNDS ONLY**

Final payment amount (if different to usual payment). This must have a final payment date.  
 £

Final payment date (if applicable)   /   /   OR  Until further notice

## 3 Your agreement with us

I authorise you to debit my/our account, in accordance with the details in Section 2.  
 This request is addressed to the bank which holds my/our account.

**PERSONAL CUSTOMERS – To check your account or amend a standing order call the Contact Centre on 0845 3 000 000**

Your Signature(s)

Date   /   /

Once you have completed this form, please return it to: **Lloyds Bank, Box 1, BX1 1LT.**

## For bank use only

ID type and reference number  SMD checked

Sort code   -   -

For 30-00-02 accounts and all corporate (set 41) customers, send the completed form to City Office, Gillingham, Kent, TNT 23.

Branch Stamp

