



Request for a NEW Standing Order

Why not do your banking at a time that suits you by logging on to Post Office® Current Account? For further information, log on to www.postoffice.co.uk/currentaccounts. You can also phone us on 0845 266 8977.

SETTING UP YOUR STANDING ORDER (S/O)

- A separate form should be completed for each standing order you wish to set up. Neither photocopies nor use of a highlighter are acceptable.
- All fields marked with * are mandatory. Incomplete forms will be returned to you without your new standing order being set up.
- This form should be completed and posted to Post Office Current Accounts, PO Box 541, Welwyn Garden City, AL7 9LE. Please allow **5 working days** prior to the first payment due date. If the form is not received before your first payment is due, your standing order will take effect from the next payment due date.
- Standing Orders can only be operated on a Current Account.

YOUR ACCOUNT DETAILS

Details of the account from which payments will be paid

* ACCOUNT NAME:

* ACCOUNT NUMBER:

* SORT CODE: 3 0

BENEFICIARY DETAILS

Details of the account to which payments will be sent

If this new S/O replaces an existing S/O to the same beneficiary account number Tick YES.

YES (I request Post Office to cancel my existing S/O to the same beneficiary and set up a new S/O as detailed below)

POST OFFICE USE ONLY (S/O NUMBER)

* ACCOUNT NAME:

* SORT CODE

* ACCOUNT NUMBER

REFERENCE:

PAYMENT DETAILS

* FREQUENCY WEEKLY FORTNIGHTLY MONTHLY

QUARTERLY YEARLY OTHER

* START DATE:

END DATE:

* AMOUNT:

AMOUNT IN WORDS:

* CUSTOMER SIGNATURE(S):

My/Our account will at all times contain sufficient funds to enable each payment to be made on the due date. I/We understand that if three consecutive payments are not made due to insufficient funds, you will cancel this standing order without further reference to me/us.

Internal Use Only

Account Verification: Personally Known ID / PIN Verified Signature(s) checked against mandate

Taken by: Staff Signature _____

Staff Number _____

Actioned by: _____

Brand