

# Standing order form

Instructions to your bank or building society

Please complete in BLOCK CAPITALS and in black ink marking the appropriate box(es) with an X.

Santander is able to provide literature in alternative formats. The formats available are: large print, Braille and audio CD. If you would like to register to receive correspondence in an alternative format please visit [www.santander.co.uk/alternativeformats](http://www.santander.co.uk/alternativeformats) for more information, ask us in branch or give us a call.

If you make a mistake, shade out the whole box and mark the correct one. Please note that it takes up to five working days to set up a standing order.

## 1 Details of the account where payments will come from

Account name

  


Account number

Sort code

## 2 Details of the account where payments will be sent to

Account name

  


Name of bank or building society

Branch

Reference

Account number

Sort code

## 3 Payment details

Regular amount (in figures)

£

Date of **first** payment

Either

Date of **final** payment

Or

Number of payments

Or

☐ Continue payments until cancelled by me/us in writing – mark box with an X.

### Frequency

Choose one option by marking one of the boxes with an X

☐ Weekly
 ☐ Monthly
 ☐ Quarterly  
☐ Six monthly
 ☐ Annually

For weekly payments choose a day of the week

☐ Monday
 ☐ Tuesday
 ☐ Wednesday  
☐ Thursday
 ☐ Friday

If you would like any other frequency, please specify the payment date required (e.g. 21st)

## 4 Special instructions

Please mark one of the boxes with an X, if either the first, or final payment amount, is different from the regular amount.

☐ First
 ☐ Final

Amount of first or final payment if different from regular amount

£

Signature

Signature (if 2 account administrators)

Date

Note: Santander will not undertake to: Make any reference to Value Added Tax or other indeterminate element; Advise payer's address to beneficiary; Advise beneficiary of inability to pay; Accept instructions to pay as soon after the specified date as there are funds to meet the payment if funds are not available on the specified date. Please note that for standing orders it takes three days for fund transfer to reach destination account.