## Standing order form

Instructions to your bank or building society



**BUSINESS BANKING** 

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

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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
2 Details of the account where payments will be sent to	
Account name	Name of bank or building society Branch
Reference	Account number
3 Payment details	
Regular amount (in figures)   f   Date of first payment   D   M   Y   Y   Cor   Number of payments   Or   Or   Or   Or   Or   Or   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   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 f	Signature Signature (if joint account) Date
	Date D D M M Y Y Y Y

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.

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