

The world's local bank

Standing Order & Direct Debit Instruction Form

Please complete all boxes where indicated with an asterisk* below, using block capitals.
(Beneficiary is the person receiving the payment. The reference is the name that will appear on the beneficiary's statement.)

Account Holder's Sort Code* - -

Account number*

Account Name*

Date*

Contact Telephone Number*

Staff Name*

New Standing Order Instruction

Name of Beneficiary Beneficiary Reference

Beneficiary Sort Code - - Beneficiary Account number

Amount Amount in words

Date of first payment Amount of subsequent payments (if different from first payment)

Amount of subsequent payment in words

Due date and frequency of payments

Date of final payment or Until Further Notice

Special Instructions (where the above boxes do not cover the specific amendment/instruction)

Signature

Date

New Standing Order Instruction – Conditions

HSBC Bank may decline to accept instructions to charge Standing Orders to certain types of account other than a current account.

HSBC Bank will not undertake to:

- Make any reference to Value Added Tax or pay a stated sum plus VAT or any other indeterminate element.
- Pay an employee's wages after deducting tax or National insurance contributions.
- Advise the remitter's address to the beneficiary.
- Advise the beneficiary of inability to pay.
- Request the beneficiary's banker to advise the beneficiary of receipt.
- 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.

Payments may take three working days or more to reach the beneficiary's account. Your branch can give you further details.