

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do not use the return or enter keys. Please use BLOCK CAPITALS.

To \_\_\_\_\_ Bank \_\_\_\_\_

Please set up the following Standing Order and debit my/our account accordingly

**1. Account details**

Account name \_\_\_\_\_ Account number \_\_\_\_\_

Account holding branch \_\_\_\_\_ Sort code \_\_\_\_\_

**2. Payee details**

Name of person or organisation you are paying **HBOT IOM**

Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay (Max: 18 characters) \_\_\_\_\_

Sort code - the bank code of the person or organisation you are paying **55 9100**

Account number - the account number of the person or organisation you wish to pay (Eight digits - if less place zeros at the front) **13/69564**

**3. About the payment**

How often are the payments to be made

Weekly	<input type="checkbox"/>	Two weekly	<input type="checkbox"/>	Four weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>	Half yearly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>		

Amount details  
Date and amount of first payment (please allow 3 working days for receipt) \_\_\_\_\_ £ \_\_\_\_\_

Date and amount of ongoing payments (if different from the first payment) \_\_\_\_\_ £ \_\_\_\_\_

Choose one of the following two options

1. Date and amount of final payment \_\_\_\_\_ £ \_\_\_\_\_ (DD/MM/YYYY)

2. Until further notice \_\_\_\_\_ (payments will be made until you cancel this instruction)

**4. Confirmation**

Customer signature(s) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_