

Your instruction to set up a  
**New standing order**



Please write clearly in **black ink** in the white spaces with capital letters or cross the boxes.  
All sections must be completed.

Please return the **original** form as photocopies are not acceptable.  
**Important** - we cannot set standing orders or direct debits up on savings accounts.

**1 Your details**

Your full name or name of business: **THE SKYLARKS MODEL FLYING CLUB**

Your contact telephone number: **01035 298808**

Sort code (being debited):

Account number (being debited):

Branch name: **NEWBURY**

**2 Details of your standing order**

Does this instruction replace any existing standing order or direct debit instructions? Yes  No

Your payment reference (if applicable):

If **yes** please give details in special instructions below and arrange to cancel them.

Recipient's name:

Recipient's bank and branch name:

Recipient's Sort code (6 digits):

Recipient's Account number (8 digits):

How often do you want the payment made? Weekly  4 weekly  Monthly  Quarterly  Half yearly  Yearly  Other frequencies (give details)

First Payment amount (if different to usual payment): £       -

First payment date:

Usual payment amount: £       -

Usual payment amount in words:

Final payment amount (if different to usual payment) This must have a final payment date: £       -

Final payment date (if applicable):       OR  Until further notice

Please give details of any special instructions:

**3 Your agreement with us**

Please note that we will not:

- make any reference to VAT or any other indeterminate element
- advise your address to the person/organisation you are paying
- tell the person/organisation you are not able to pay
- ask the bank of the person/organisation you are paying to tell this person/organisation when payments are received.

I authorise you to debit my/our account, in accordance with the details in Section 2.  
This request is addressed to the bank which holds my/our account.  
**PERSONAL CUSTOMERS - To check your account or amend a standing order call the Contact Centre on 0845 3 000 000**

For bank use only  
From branch name and contact name: **Newbury (309589) Branch** SMD checked

Sort code: **309589**

For 30-00-02 accounts and all corporate (set 41) customers, send the completed form to City Office, Gillingham, Kent, TN1 2J.

Your signature(s):

Date:

Once you have completed this form, please return it to: **Lloyds TSB, Box 1, BX1 1LT**

Branch stamp:

