

Standing Order Instructions

For Payments due to the Royal Borough of Kingston upon Thames

To :- _____ Bank

Address :- _____

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

1. Account Details :- Please insert your bank account details here.

Account Name _____ Account Number

--	--	--	--	--	--	--	--	--	--

Account Holding Branch _____ Sort Code

--	--	--	--	--	--

2. Payee details

Name of Organisation

Royal Borough of Kingston upon Thames
--

Bank Address

83 Clarence St, Kingston upon Thames KT1 1RE

Sort Code

3	0	-	8	0	-	1	2
----------	----------	----------	----------	----------	----------	----------	----------

Bank Account Number

1	4	7	1	7	1	6	8
----------	----------	----------	----------	----------	----------	----------	----------

Reference to quote for the Payment. Please insert your account or invoice number found on the paperwork received from the Royal Borough of Kingston.

--	--	--	--	--	--	--	--

3. Payment Details

Payments to be made Weekly Two Weekly Four Weekly Monthly
Quarterly Half Yearly Yearly

Date and amount of first payment

D	D	M	M	Y	Y
---	---	---	---	---	---

 £

	.
--	---

Date and amount of ongoing payments (If different from the first payment)

D	D	M	M	Y	Y
---	---	---	---	---	---

 £

	.
--	---

Choose one of the following options

Date and amount of final payment

D	D	M	M	Y	Y
---	---	---	---	---	---

 £

	.
--	---

Until further notice (payments will be made until you cancel this instruction)

4. Confirmation Customer Signature (s)

--

--

Date : - _____