



# New standing order

Please write clearly 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

Your contact telephone number

Sort code (being debited)

Account number (being debited)

Branch name

## 2 Details of your standing order

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

If yes please give details in special instructions below.

Recipient's name

**MARGATE LAWN TENNIS CLUB 100 CLUB**

Recipient's bank and branch name

**Lloyds Bank, Birchington**

Recipient's sort code

**3 0 9 5 4 5**

Recipient's account number

**0 0 1 4 3 0 3 8**

First payment amount (if different to usual payment)

£  -

First payment date

**2 5** M M Y Y

Usual payment amount

£ ~~\_\_\_\_\_~~ **5** - **0 0**

Usual payment amount in words

**£5 per month**

Final payment amount (if different to usual payment)

£  -

Final payment date (if applicable)

or

Until further notice

**X**

How often do you want the payment made?

Weekly  4 weekly  Monthly **X** Quarterly  Half yearly  Yearly  Other frequencies

Your payment reference (if applicable)

Please give details of any special instructions

If the funds are being sent to a non-Lloyds TSB account please allow up to three working days for funds to reach the recipient's account.

## 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

Your signature(s)

Date

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

For bank use only

From branch name

Sort code

Contact telephone number and area dialling code

ID confirmed ✓

Contact name

For 30-00-02 accounts and all corporate (set 41) customers, send the completed form to City Office, Gillingham, Kent, TNT 23.

