

# New standing order

## For Business Banking Customers



**Before you begin:** It's best to save this form to your computer and open it using Adobe Acrobat Reader. Doing this will allow you to fill in the PDF and upload signatures. You can get the latest version of Adobe Acrobat Reader by visiting <https://get.adobe.com/reader/>

### Guidance notes

You can fill in this form online. Use the toolbar to save your progress.  
Upload an image of your signature in the signatories' section once you have completed your application.  
You can also print this form and complete it by hand.

**All sections must be completed.**  
Please return the original form as photocopies are not acceptable.  
**Please note:** we cannot set standing orders or Direct Debits up on savings accounts.

### 1 Your details

Your full name or name of business <input type="text"/>	Sort code (being debited) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account number (being debited) <input type="text"/> <input type="text"/>
Your contact telephone number <input type="text"/>	Branch name <input type="text"/>	

### 2 Details of your standing order

Does this instruction replace any existing <b>standing order or Direct Debit instructions</b> ? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Payment reference (if applicable) <input type="text"/>
If <b>yes</b> please give details in special instructions below and arrange to cancel them.	First payment amount (if different to usual payment) £ <input type="text"/>
Recipient's name <input type="text"/>	First payment date <input type="text"/> <input type="text"/>
Recipient's bank and branch name <input type="text"/>	Usual payment amount £ <input type="text"/>
Recipient's sort code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Usual payment amount in words <input type="text"/>
Recipient's account number <input type="text"/> <input type="text"/>	Final payment amount (if different to usual payment). This must have a final payment date. £ <input type="text"/>
How often do you want the payment made? Weekly <input checked="" type="checkbox"/> 4 Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Half Yearly <input checked="" type="checkbox"/> Yearly <input checked="" type="checkbox"/>	Final payment date (if applicable) <input type="text"/> <input type="text"/>
Other frequencies (please give details of any special instructions) <input type="text"/> <input type="text"/> <input type="text"/>	OR <input checked="" type="checkbox"/> Until further notice



There are **two** ways to add signatures to the form:

- 1 Upload an image of your signature
- 2 Print and sign with a pen.

**To upload an image:**

- Save the form to your device
- Open the form in **Adobe Acrobat Reader**
- Select the signature field to upload your image.

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.

**Your Signature**

Once completed and signed:

- Post the form to: **Lloyds Bank, Box 1, BX1 1LT.**

**For bank use only**

ID type and reference number

SMD  
checked



Sort code

  

For 30-00-02 accounts and all corporate (set 41) customers, send the completed form to:

**City Office, Gillingham, Kent, TNT 23**

Branch stamp

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.

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Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS).

Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.