|  |  |
| --- | --- |
| **Your Details** |  |
| Title: Forename:  Surname:  Telephone:  Email: | Your Business Name:  Your Address:    Post Code: |
| **Standing Order - Instruction to your Bank/Building Society** | |
| Bank Name:   Bank Address:      Post Code: | Exact name/s of Account holder/s:  Branch Sort Code:   Bank/Building Society Account Number: |
| **Standing Order - Instruction to your Bank/Building Society** | |
| Date of first payment: Reference   **\*Amount of first Payment (numbers)\*:** £  **\*Amount of first Payment (words)\*:**  Date of ongoing payments:  Amount of ongoing Payment (numbers): £   Amount of ongoing Payment (words)\*:  On the same day of each succeeding: month quarter year (please tick appropriate box)   Signature: Print Name: Date: | |
| Please pay monies to the following account: | |
| **Payee Details: Royal Bank of Scotland Acc Number: 00600180 Sort Code: 83-18-33**  **Dundee Broughty Ferry Branch 266 Brook Street, Broughty Ferry Dundee, DD5 2AP**  **Acc Number: [ fill here ] Sort Code: [fill here]** | |

If you have any problems filling in this form, please call Payrolls Direct on 0800 193 1964