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| **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 Branch266 Brook Street, Broughty FerryDundee, 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