

STANDING ORDER MANDATE

To Name of Bank:
Address
.....
.....

Please pay the sum of £ on the first day of each to

Name of Bank: Barclays Bank plc
Account Name:
Sorting Code: 20-58-17
Account Number:
Date of First Payment:
Date of Final Payment: Until Further Notice
Payment Reference:
Special Instructions: *Please make any retrospective payments.*

Please debit my/our account:

Sorting Code:
Account Number:
Account Name:

Signature of account holder:

Dated:

Standing Order Mandate

Guide on how to complete

1. Write the name and address of your bank at the top.
2. Write, in figures, the £ amount to be paid each month/quarter, being the 'Total' on the normal invoice.
3. Write 'month' or 'quarter' depending on your payment frequency.
4. Write the Blagdon landlord's 'Account Name', which is found with the internet payment instructions at the bottom of your invoice.
5. Write the 'Account Number', also detailed with the internet payment instructions.
6. Write the 'Payment Reference', which is highlighted at the very bottom of your invoice.
7. Write your bank account details, then sign and date.
8. Post the form to your bank.

If you have any problems please phone the estate office on 01670 789621.