

STANDING ORDER INSTRUCTION

To: ..... (name of Bank)

Please set up the following Standing Order and debit my/our account accordingly

**1. Account details**

Account name Account number 

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Account holding branch Sort code 

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**2. Payee details**

Name of payee SCOTTISH RECORD SOCIETY

Payment reference (your name)

Sort code: 

8	3	0	6	0	8
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Account number: 

2	1	6	9	4	8	7	0
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**3. About the payment**

How often are the payments to be made? Yearly

Amount details:

Date and amount of first payment (ddmm) 02 01 2020 £20.00

Date and amount of ongoing payments 02 01 2021 £20.00

Choose one of the following two options

- 1. Date and amount of final payment
- 2. Until further notice

**4. Confirmation**

Customer signature

Date