

Standing order mandate

Cater Allen Private Bank can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format contact us on **0800 092 3300**. If you are deaf, have hearing loss or speech loss, please use Relay UK at **relayuk.bt.com**. This is a free service that can help you communicate over the phone.

If you use Internet Banking, you can set up regular payments online instead of using this form.

Please complete this form in BLOCK CAPITALS and black ink and send it to us at: **Cater Allen Operations, Sunderland, SR43 4FB**.
Electronic copies are not accepted.

Please call us on **0800 092 3300** if you need help with this form.

1 Details of the account where payments will come from

Account name

Account number

2 Details of the account where payments will be sent to

Bank or building society name

Account name

Branch name (not the full address)

Reference (maximum of 18 characters)

Sort code

Account number

3 Payment details

Amount in numbers

£

Amount in words

When do you want to make the first payment?

Straight away

or

Date

Frequency of payments

- Daily Monthly
 Weekly Quarterly
 Twice a month Annually

When do you want to make the last payment?

Continue until further notice

or

Date

Amount of last payment (if applicable)

£

If the amounts of the payments vary, this needs to be included in section 4.

This instruction cancels any previous instruction to the person named on page 1, where the reference is the same

4 Special instructions

Additional schedule of payments

Date DDMMYYYY

Date DDMMYYYY

Amount in numbers

£

Amount in numbers

£

Amount in words

Amount in words input field

Amount in words

Amount in words input field

Date DDMMYYYY

Special instructions (if applicable)

Amount in numbers

£

Special instructions input field

Amount in words

Amount in words input field

5 Authorised signatories

Please make sure the form is signed in accordance with the account mandate

Signature 1

Signature 1 input field

Signature 2 (if applicable)

Signature 2 input field

Date

DDMMYYYY

Date

DDMMYYYY

Signature 3 (if applicable)

Signature 3 input field

Signature 4 (if applicable)

Signature 4 input field

Date

DDMMYYYY

Date

DDMMYYYY

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