

# Standing Order Mandate Form

## Sedgefield Water Polo Club

Please complete via internet banking or take this form to your bank directly

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To whom it may concern

Please set-up a new standing order for

**Customer Details:** *your current account details*

Your Bank:

Account Name (s):

Sort code:

Account No.

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### Setting up the new standing order

Beneficiary Details – who you want to pay?

Bank's name:

Beneficiary Name:

Reference:

*(Please add member name(s), i.e. Anthony and Anne Other)*

Sort code:

Account No.

### Payment details

Amount of 1<sup>st</sup> payment:  
*(Please add amount)*

Date of 1<sup>st</sup> payment:  
*(day/month/year)*

Amount of usual payment:  
*(Please add amount)*

Date of usual payment:  
*(day/month/year)*

Frequency of payment:  
*(Please circle)*

Monthly / Quarterly

Amount of last payment:

Date of last payment:

Please tick if to continue payment until further notice:

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**Customer Signature (s):**

*(all parties to the account must authorise the instruction)*

Customer Contact  
telephone number:

Date:

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### For Your information

What's the difference between standing orders and Direct Debits?

**A standing order (STO)** is a payment you can set up either to pay another person or organisation as a one off or on a regular basis.

You can set up, amend or cancel the payment as and when you like.

Instead of using this form you can submit a standing order mandate via your bank internet account (go to your Bank's web-site for instructions)

To amend or cancel an existing standing order please contact your bank directly

**A Direct Debit (DDR)** can only be set up by the organisation to which you are making a payment. Normally, you sign a mandate that gives the company permission to take funds from your account in an agreed way. It normally confirms who is receiving the payment, the account to be debited, the amount and the dates of the payment.

You are protected under the Direct Debit Guarantee scheme so that any amount debited in error is refunded immediately.