

**Accounts and Taxation Centre**  
**STANDING ORDER REQUEST**

To (name of bank) .....

Address .....

.....

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**Please make payments detailed below and debit our account.**

Name of Account to be debited .....**Accounts and Taxation Centre**.....

Account No .....**23939804**..... Sort Code .....**40-37-25**...

Reference to be quoted .....**A&TCentre**.....

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Name of Payee ..... Account No .....

Address of Payee .....

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Bank and branch to which  
Payment is to be made ..... Sort Code .....

Amount in words ----- £

Date of payments ..... .....

Date of first payment .....

And thereafter every **monthly** until further notice and debit my account accordingly.

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Payments are to continue until you receive further notice in writing.  
This instruction cancels any previous order in favour of the Payee under this reference.

Signature..... Date.....