



OPTION 1 - WEEKLY

OPTION 2 - MONTHLY

Please pay the sum of: £

Amount in words:

from account  OR from card\*

\*if paying by card, fill in the last 4 digits of the 16-digit card number that you wish to make the payment from

starting on the:

and on: (please tick day) of each week thereafter M  T  W  T  F

and ending on the:

If there is no end date, please tick this box:

account holder's name

account holder's account number

Please pay into the following account:

Account Name

Bank Name

Bank Address

Reference (if any)

Account Number

Sort Code    -    -

Signature

Date (DD/MM/YYYY)

Please pay the sum of: £

Amount in words:

from account  OR from card\*

\*if paying by card, fill in the last 4 digits of the 16-digit card number that you wish to make the payment from

starting on the:

and ending on the:

If there is no end date, please tick this box:

account holder's name

account holder's account number

Please pay into the following account:

Account Name

Bank Name

Bank Address

Reference (if any)

Account Number

Sort Code    -    -

Signature

Date (DD/MM/YYYY)

# Standing Order Form

## INSTRUCTIONS

To set-up a standing order please choose either the weekly OR monthly payment option, fill in the appropriate form and post to:

**account Admin**  
**PO Box 6388**  
**London W1A 1UX**

OR  
scan and email to our Customer Care team:  
**admin@eccount.com**

OR  
fax your completed form to:  
**+44 (0)20 7224 4600**

Please note that a non-refundable £1.00 processing fee is applied to each standing order request.  
A £5.00 fee will be charged for any failed standing order due to lack of funds.

Once set-up, standing orders are active within 2 working days. If you require your standing order to be active the next day, please contact Customer Care.

Please also note that bank transfers may take up to 4 working days to become available in the recipient's account.