



These instructions can be completed immediately using Personal Internet Banking, telephone or branch systems.

Please try these before using this form.

Please complete all relevant boxes using block capitals. The beneficiary is the person receiving the payment. The reference is what will appear on the beneficiary's statement.

# Payments instruction form (select one instruction and complete your account details)

New Standing Order instruction

**Please pay:**  
 Bank/Building Soc. name:   
 Branch Title (not address):  Sortcode:   
**For the credit of:**  
 Beneficiary's name:   
 Account number:  Quoting Reference:   
**The sum of:** Amount: £  Amount in words:   
**Commencing:**  
 Date of first payment:  and thereafter every (due date):   
**Frequency**  
 (Monthly/annually/quarterly)  until further notice in writing or until

## Your account details

**Name of account that is debited**   
 Your Sortcode:  Your account number:   
 Your Signature:  Date:

**Banks may decline to accept instructions to charge Standing Orders to certain types of account other than Current Accounts.**

**Note:** The Bank will undertake to

- a) make any reference to Value Added Tax or pay a stated sum plus V.A.T., or other indeterminate element.
- b) advise remitter's address to beneficiary.
- c) advise beneficiary of inability to pay.
- d) request beneficiary's banker to advise beneficiary of receipt.
- e) accept instructions to pay as soon after the specified date as there are funds to meet the payment, if funds are not available on the specified date.

**Payments can take up to 2 working days to reach the beneficiary's account. Your branch can give further details.**

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Please print out this form, complete at both the top and bottom of it and post or deliver it to:  
 The Treasurer, New Forest Basics Bank, Rear of United Reformed Church, High St, Lymington, SO41 9AG.