



Standing Order

How to set up a standing order and why it's different from a direct debit.

See **Fact Sheet FB4 Forms of Payment** for more detailed information on the differences between these forms of payment. The main difference between a standing order and a direct debit is that a standing order is for a fixed amount each month (e.g. £20) whereas a direct debit is for an amount that changes (e.g. £20 this month, £22 next month).

Now fill in the blank example standing order form below with the missing information.

MT Bank	Standing Order Instruction
Please complete in BLOCK CAPITALS and in black ink.	
Account details	
Account name	
Account holding branch	
Your Account No.	Sort Code
Payee Details	
Payee Name	
Payment reference (optional)	
Account No.	Sort Code
About the payment	
Amount	
Date of first payment	
All subsequent payments to be made:	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Quarterly	<input type="checkbox"/> Yearly
Choose one of the following:	
End date	or <input type="checkbox"/> Until further notice
Confirmation	
Customer Signature	<div style="border: 1px solid black; width: 300px; height: 40px;"></div>
Date	

Con'td

Standing Order cont'd

Activity

Now test your knowledge by answering these questions on the different parts of the form.

1. How many digits are there in a sort code?
2. What additional information could you include in the 'Payee reference' box and why?
3. Do you have to specify an end date when you set up a standing order?
4. What types of things might you pay for by standing order?
5. What types of things might you pay for by direct debit?

DID YOU KNOW?

Most electronic payments take a few days to 'clear' - so funds may take longer to reach their destination.