

## Standing Order Authority



This form should only be completed if you wish to make regular contributions into the scheme.

| 1. Organisation you wish to pay (for internal use only) |   |
|---|---|
| Name of Organisation                                    |   |
| Bank Name & Address                                     | Bank of Scotland, 11 Earl Grey Street, Edinburgh, EH3 9BN |
| Account Number  |   |
| Sort Code   | 1 2 - 2 7 - 5 9   |
| Reference (if any)                                      |   |

| 2. Payment Details   |        |                                       |  |
|--|--------|---------------------------------------|--|
| Amount of first payment  | £      | Date of first payment                 |  |
| Amount of regular payment  | £      |                                       |  |
| Amount of regular payment in words                                   |        |                                       |  |
| Frequency (monthly, annually etc)                                    |        | Date of usual payment (1st, 2nd, etc) |  |
| Please continue payment until further notice (delete as appropriate) | Yes/No |                                       |  |
| <b>or</b>  |        |                                       |  |
| Amount of final payment (if applicable)                              |        |                                       |  |
| <b>and</b>   |        |                                       |  |
| Date of final payment (if applicable)                                |        |                                       |  |

| 3. Account holder details |  |
|---------------------------|--|
| Account Name              |  |
| Bank Name & Address       |  |
| Account Number            |  |
| Sort Code                 |  |

| 4. Account holder signature                                      |      |
|--|------|
| Please debit my/our account according to the above instructions. |      |
| Signed (member)  | Date |

| Please return the signed and dated form to the relevant office:  |  |
|--|--|
| <b>Scotland &amp; Northern Ireland</b><br>Ground Floor<br>4 Albyn Place<br>Edinburgh<br>EH2 4NG<br>Tel: 0131 220 0353<br>Fax: 0131 220 0369<br>E-mail: scotland@hornbuckle.co.uk | <b>North</b><br>Cotton Court<br>Middlewich Road<br>Holmes Chapel<br>Cheshire CW4 7ET<br>Tel: 0845 345 7505<br>Fax: 01477 539209<br>E-mail: north@hornbuckle.co.uk            |
| <b>Midlands &amp; South</b><br>Tyman House<br>42 Regent Road<br>Leicester LE1 6YJ<br>Tel: 0845 345 2555<br>Fax: 0116 254 3342<br>E-mail: midlands@hornbuckle.co.uk               | <b>London</b><br>Ground Floor<br>Dolphyn Court<br>10-11 Great Turnstile<br>London<br>WC1V 7JU<br>Tel: 020 7269 6939<br>Fax: 020 7269 6930<br>E-mail: london@hornbuckle.co.uk |