



**PENZANCE CHAMBER OF COMMERCE**  
**NEW STANDING ORDER AUTHORITY**



Complete in BLOCK CAPITALS, tick the relevant boxes & return to the Chamber Secretary

<p><b><u>Customer Details:</u></b></p> <p>Account in name of: .....</p> <p>Bank name &amp; Address: .....</p> <p>Account Number: .....</p> <p>Sort Code: .....</p>	<p><b><u>FOR BANK USE ONLY:</u></b></p> <p>Instructions taken by: .....</p> <p>Branch: .....</p> <p>Date: .....</p> <p>Time: .....</p>
<p><b><u>Instruction Details:</u></b></p> <p>Does this Authority replace an existing; Standing Order: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>OR</p> <p>Direct Debit: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><b><i>IMPORTANT:</i></b> If YES, please give details in the Instruction Section below:</p> <p>You wish to pay the PENZANCE CHAMBER OF COMMERCE, via LLOYDS TSB, Penzance, By Account Number: <b>0057 5585</b> – Sort Code: <b>30 96 56</b></p>	<p><b><u>SOURCE:</u></b></p> <p>Counter: .....</p> <p>Post: .....</p> <p>Telephone: .....</p> <p>Beneficiary/Originator details: PP instructions checked for matching S/Order, Direct Debit clarified with customer: YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><b><u>Payment Detail:</u></b></p> <p>Amount of 1<sup>st</sup> payment: £..... Date: .....</p> <p>Amount of usual payment: £.....</p> <p>Amount of usual payment in words: .....</p> <p align="center"><b>TO BE PAID <u>ANNUALLY</u> ON <u>1<sup>ST</sup> NOVEMBER</u> UNTIL FURTHER NOTICE.</b></p>	<p><b><u>Payment Details:</u></b></p> <p>Is payment due today or tomorrow: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, advise staff to take action.</p>
<p><b><u>Special Instructions:</u></b></p> <p>Please include any additional information applicable to this instruction:</p> <p>Customer(s) Signature: .....</p> <p>Telephone Number: .....</p> <p>Date: .....</p>	<p><b><u>Special Instructions:</u></b></p> <p>Clarified with customer: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Customer identified by: Signature: .....</p> <p>Standard ID: .....</p> <p>Other: .....</p>