

# BANKERS STANDING ORDER FORM

Please complete all the entries below to instruct your Bank to make payments directly from your account. Note that this is not a Direct Debit mandate – we will not take funds from your account and your bank will make only those payments which you authorise.

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## Account details

1. To the Manager (your bank)

_____ Bank
Address _____
_____
_____
Post Code _____

2. Name of Account Holder

3. Account Number

4. Sort Code (see top right hand corner of your cheque)

:                      :
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5. Account Holder's Address

_____
_____
_____
_____ Post
Code _____

- Don't forget the post codes!

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## Your Instructions to your Bank

1. I hereby request and authorise you to pay:

Barclays Bank PLC  
Epsom Branch  
82 High St EPSOM KT19 8BH  
Sort Code 20-29-90  
Account Number 60734039

2. For the credit of The Distance Learning Partnership

3. Quoting reference (to be inserted) \_\_\_\_\_

4. On the \_\_\_\_\_ day of each month \_\_\_\_\_

(Please enter your choice of date, eg 1<sup>st</sup>, 30<sup>th</sup>)

5. Commencing on:

:    : 20
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6. Instalments of:

£    :
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(Please enter the amount of your instalment)

7. The **final payment** under this Order is to be made on (date no later than one month before your exam):

:    : 20
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8. Your signature:

**Note:** As incorrect completion of the plan may delay your enrolment you may prefer to leave payment details blank. We undertake to complete the payment section in accordance with our instalment plan as agreed by you.