Your instruction to set up a

New standing order

See http://www.cai-trust.com

Please write clearly in **black ink** in the white spaces with capital letters or cross the boxes.
All sections must be completed.

Please return the **original** form as photocopies are not acceptable.
Important – we cannot set standing orders or direct debits up on savings accounts.

1 Your details

Your full name or name of business

Sort code (being debited)

Account number (being debited)

Your contact telephone number

Branch name

2 Details of your standing order

Does this instruction replace any existing **standing order or direct debit** instructions?

Yes ☒ No X

If yes please give details in special instructions below and arrange to cancel them.

Recipient's name

CONCERT ARTISTES INTERNATIONAL

Recipient's bank and branch name

LLOYDS TSB BANK, 1 BROAD STREET, STAPLE HILL

Recipient's sort code (6 digits)

309806

Recipient's account number (8 digits)

02295358

How often do you want the payment made?

Weekly	4 weekly	Monthly	Quarterly	Half yearly	Yearly	Other frequencies (give details)
☒	☒	X	☒	☒	☒	☒

Please give details of any special instructions

Payment reference (if applicable)

If the funds are being sent to a non-Lloyds TSB account please allow up to three working days for funds to reach the recipient's account.

First payment amount (if different to usual payment)

£ – 0 0

First payment date

D D M M 0 8

Pay on 15th of each month thereafter. Reference each payment showing account name payment came from.

Usual payment amount

£ – 0 0

Usual payment amount in words

Final payment amount (if different to usual payment) **This must have a final payment date**

£ –

Final payment date (if applicable)

D D M M Y Y

OR **Until further notice** X

3 Your agreement with us

Please note that we will not:

- make any reference to VAT or any other indeterminate element
- advise your address to the person/organisation you are paying
- tell the person/organisation you are not able to pay
- ask the bank of the person/organisation you are paying to tell this person/organisation when payments are received.

I authorise you to debit my/our account, in accordance with the details in Section 2.

This request is addressed to the bank which holds my/our account.

PERSONAL CUSTOMERS – To check your account or amend a standing order call the Contact Centre on 0845 3 000 000

Your signature(s)

X

Date

Once you have completed this form, please return it to: **Lloyds TSB, Box 1, BX1 1LT.**

For bank use only

From branch name and contact name

SMD checked ✓

Sort code

For 30-00-02 accounts and all corporate (set 41) customers, send the completed form to City Office, Gillingham, Kent, ME7 1TT 23.

Branch stamp