

Standing Payment Order

1. Ordering Customer Details

Full Name	[Customer Name]
Account Number	[Account Number]
Address	[Street, City, ZIP, Country]
Contact Number	[Phone or Email]

2. Beneficiary Details

Beneficiary Name	[Beneficiary Name]
Bank Name	[Beneficiary Bank Name]
Bank Account Number	[Beneficiary Account Number]
Bank Code (e.g., SWIFT/BIC)	[Code]
Bank Address	[Bank Address]

3. Payment Instruction

Currency & Amount	[e.g., USD 1,000.00]
Frequency	[e.g., Monthly, Quarterly]
First Payment Date	[DD/MM/YYYY]
Final Payment Date (if any)	[DD/MM/YYYY or "Until further notice"]
Purpose of Payment	[Description]
Reference	[Reference/Notes]

4. Authorization

Date:

Signature:

Name:

Date:

Signature:

Name:

Important Notes:

- Standing Payment Orders authorize recurring payments according to the details above.
- Ensure all beneficiary bank details are correct to avoid failed transactions.
- Contact your bank to amend or cancel the standing order in writing.
- Sufficient funds must be available in your account on each due date.
- Banks may charge fees for this service and for failed transactions.