

# Standing Order Instructions

This form can be completed electronically then saved and printed. If completing manually, please complete in black ink and BLOCK CAPITALS. If you need any help completing this form, please call us on 01257 235003 or visit your local branch.

To:  Bank or Building Society

Please set up the following Standing Order and debit my/our account accordingly

## Account details

Account name:  Account number:   
Account branch:  Sort Code:

## Payee details

Full Name of the person you are paying:   
Sort Code: **16 - 16 - 22**  
Account Number: **11758805**  
Payment reference:

(This is your 10 digit Chorley & District Building Society account number) if the sending bank requires 2 reference boxes completing, please quote your CDBS 10 digit account number in both boxes to avoid the payment being rejected.

## About the payment

Date of payment     
Amount to be paid £

Frequency payment (please delete as appropriate) **Weekly** **Monthly**

(please allow 3 working days for receipt)

|           |                      |           |                      |
|-----------|----------------------|-----------|----------------------|
| Signature | <input type="text"/> | Signature | <input type="text"/> |
| Date      | <input type="text"/> | Date      | <input type="text"/> |

## Please forward to your Bank or Building Society.

The Society cannot take responsibility for payments not received due to incorrect numbers being quoted.

## Your Personal Information and what we do with it

We are a data controller of your personal information. The way that we process your personal information is described in our Privacy Notice. The information is available on our website [www.chorleybs.co.uk/privacy](http://www.chorleybs.co.uk/privacy)