**Standing Order Payment Option**

Many of our clients are now switching to the standing order payment option in order to spread their costs over several months or even over the year to avoid interest on overdue accounts.

A simple form is completed quoting the amount payable on a monthly basis, bank details and your signature and is returned direct to your own bank. Your bank does the rest.

The monthly charge will be based on the previous year’s fees or an estimated figure if you are a new business, divided over six months and starts three months before your year end.

When your accounts are finalised and there is a costing in excess of what has been paid, then the balance becomes due or alternatively can continue to be paid by the standing order until cleared. We regret that it is not possible to spread charges in this way after the accounts have been finalised.

This is an easy and effective way of us to collect outstanding payments and enables clients to relax with the thought that their accountant’s bill will not be due in full at the time of issue. There are no extra charges on this payment method.

If you are interested in this service, please complete the form and return it to our Fulwood Office.

Credit Controller

For McDade Roberts Accountants Ltd

**STANDING ORDER AUTHORISATION**

Your chosen Bank: Click here to enter Bank.

Bank Address: Click here to enter full address.

Name of the Account

 to be debited: Click here to enter text.

Sort Code: Click here to enter Sort Code.

Account Number: Click here to enter A/c Number.

Please Pay: National Westminster Bank plc

 292 Garstang Road, Fulwood

 PRESTON. PR2 9RQ

Sort Code: 01-03-32

Account Number: 28123379

Made Payable to: McDade Roberts Accountants Ltd

Amount to be Debited: **£**Click here to enter amount.

Date of 1st Payment: Click here to enter a date.

Thereafter every: Choose an item.

Client Reference: Click here to enter text.

 *(See ‘Our Ref’ on Correspondence)*

Signature: ………….………………………………………

Date: Click here to enter a date.

*Banks may decline to accept instructions to charge Standing Order to certain types of account other than current accounts.*