

STANDING ORDER MANDATE

TO: The Manager [1] Bank plc
[Branch and address] [2]
.....
.....

[3] This is a new instruction / This instruction is to amend an existing standing order to the same beneficiary. (*delete whichever does not apply*)

BENEFICIARY DETAILS

Bank: **CAF Bank Ltd**
King's Hill, West Malling **ME19 4JQ**
Sort code: **40 52 40**
For the credit of: **St Francis Parochial Church Council**
Account No: **00016736**

PAYMENT DETAILS

Please pay as follows:

Amount: [4] £ (*in figures*) (.....
.....) (*in words*)

Payment date:
[5] day of (*month*) 200....
and the same amount on the same day of each succeeding month/quarter/year [6] -
(*delete whichever do not apply*), until I cancel this instruction in writing.

MY ACCOUNT DETAILS

Account number [7] Account name:

Bank Sort Code

Signature: _____ Date:

Name:

NOTES:

- 1 Insert the name of your bank
- 2 Insert the address of your bank
- 3 It will help your bank to know if this is a new standing order or a change to an old one.
- 4 Insert the amount that you wish to pay regularly, in figures and then in words
- 5 Insert the date of the first payment - date, month and year
- 6 As an example, if you wish to make the payment annually, delete both 'month' and 'quarter'
- 7 Insert your account number and the name of the account (as it appears on your cheque book)

When you have completed the form please **EITHER** take or send it to your bank, **OR** deliver it to Mrs Sally Reed at 13, Netheravon Road, Salisbury, Wilts, SP1 3BJ.