

Standing Order Form

Instructions to your bank or building society

Please complete in **BLOCK CAPITALS** and in black ink marking the appropriate box(es) with an **X** and then hand it in to your bank

PARISH OF OUR LADY AND THE ENGLISH MARTYRS

If you make a mistake, shade out the whole box and mark the correct one. Please note that it takes up to five working days to set up a standing order.

1 Details of the account where payments will come from

Account name

Account number

Sort code

Bank Address

2 Details of the account where payments will be sent to

Account name

Name of bank or building society

Reference

Account number

Sort code

3 Payment details

Regular amount (in figures)

Date of first payment

Either

Date of final payment

Or

Number of payments

Or

Continue payments until cancelled by me/us in writing – mark box with an X.

Frequency

Choose one option by marking one of the boxes with an X

Weekly Monthly Quarterly
 6 monthly Annually

For weekly payments choose a day of the week

Monday Tuesday Wednesday
 Thursday Friday

If you would like any other frequency, please specify the payment date required (e.g. 21st)

4 Special instructions

Please mark one of the boxes with an X, if either the first, or final payment amount, is different from the regular amount

First Final

Amount of first or final payment if different from regular amount

Signature

Signature (if joint account)

Date

**THIS INSTRUCTION CANCELS ANY PREVIOUS ORDER
IN FAVOUR OF THE PAYEE NAMED ABOVE**