

# New Standing Order Instruction

For Children and Families Worker at St Columba's Church



**Please note** – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys.

**Complete on screen, print copy, sign by authorised signatory and then forward in your usual way. DO NOT EMAIL.**

## 1. Account details

Account name

Account number

Account holding branch

Sort code

## 2. Payee details

Name of person or organisation you are paying

ST. COLUMBA'S PARISH CHURCH

Payment reference (if known) – this will appear on the bank statement of the person or organisation you wish to pay

Sort code – the bank code of the person or organisation you are paying

Account number – the account number of the person or organisation you wish to pay  
(Eight digits – if less place zeros at the front)

## 3. Confirmation

How often are payments made:

Weekly

Two weekly

Four weekly

Monthly

Quarterly

Half yearly

Yearly

Date and amount of first payment (DD/MM/YYYY)  
(please allow 3 working days for receipt)

£

Date and amount of ongoing payments (DD/MM/YYYY)  
(if different from the first payment)

£

Choose one of the following two options:

1. Date and amount of final payment (DD/MM/YYYY)

£

2. Until further notice

## 4. Confirmation – to be signed by the authorised signatories, in accordance to the signing rules as specified on your current bank mandate

Customer signature(s)

Print name \_\_\_\_\_

Print name \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_