



New Standing Order Instruction

To Bank

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

1. Account details

Account name Account number

Account holding branch Sort code

2. Payee Details

Name of person or organisation you are paying

B	N	C	A	T	A	B	L	E	T	E	N	N	I	S	C	L	U	B
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Payment reference – this will appear on the bank statement of the person or organisation you wish to pay
(Please insert Member Name)

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

6	0	2	4	1	7
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Account number – the account number of the person or organisation you wish to pay

8	8	5	3	5	0	4	5
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3. About the payment

How often are the payments to be made
Weekly Two weekly Four weekly Monthly
Quarterly Half yearly Yearly

Amount details

Date of first payment
(DD MMM YYYY format)

Amount of each payment £

Date of final payment
(DD MMM YYYY format)

4. Confirmation

Customer signature(s)

Date

Standing Order Completion

- Please enter the name of your bank in the top section, followed by your account details in Section 1.
- In Section 2, please enter the name of the Club Member in the Payment Reference field.
- In Section 3, please enter the payment amount and start and end dates. (They must start in July 2011 and end in April 2012, i.e. 10 monthly payments). (See Standing Order Payments section of Fees Payable table.)
- In Section 4, please sign in the boxes provided and date.

- **Please return the form to your bank (do not return it to the BNCA TTC Treasurer).**