

REF

# New Standing Order Instruction

To .....Bank  
Please set up the following Standing Order and debit our account accordingly.

## 1. Account Details

Account Name..... Account Number

.....

Account Holding Branch..... Sort Code

Branch Address.....

## 2. Payee Details

Name of person or organisation you are paying

Payment reference\* – this will appear on the bank statement of the person or organisation you wish to pay   
**This will be completed by the finance department**

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

**National Westminster Bank PLC** at 40 Queen’s Road, Bristol BS8 1RF

## 3. About the payment

How often are the payments to be made

Amount details –  
Date and amount of first payment

Date and amount of final payment

**Note to Bank: If this standing order form is received after 22nd January 2012 please pay immediately any outstanding amounts.**

## 4. Confirmation

Authorised signature(s) .....

Date .....

### Notes to Parish

Please return this form by **31st January 2012** to the **Finance Department, Bristol Diocesan Board of Finance Limited, 23 Great George Street, Bristol BS1 5QZ**, \*for insertion of reference and forwarding to your bank.

Name and address of parish .....