

## **PILKINGTON SAILING CLUB – 100 CLUB**

### **Instructions for completing Standing Order Mandate**

1. Please insert name of Bank in the appropriate place at the top of the page
2. In Section 1, Please fill in your full bank account details, including account holding branch and sort code.
3. In Section 2 under payment reference, please insert your surname followed by your first initial and 100 e.g. SMITH J 100
4. Section 3 - Please leave this section blank. Monies due will be debited from your account quarterly in advance
5. In Section 4, please sign and date as indicated
6. PLEASE RETURN THE STANDING ORDER MANDATE TO MALCOLM ARMSTRONG OR DAVE METCALF AT THE CLUB.

### **NOTE:**

**IF YOU WOULD LIKE TO BE ALLOCATED A SPECIFIC NUMBER BETWEEN 26 -100 PLEASE RECORD YOUR NAME AND PREFERRED NUMBER BELOW AND RETURN THIS FORM WITH YOUR STANDING ORDER INSTRUCTION:**

**NAME:** \_\_\_\_\_

**NUMBER:**

**Numbers will be allocated on a first come basis and if your chosen number has already been allocated, you will be allocated the next available number running in the sequence from 1 - 100**

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

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. About the payment**

How often are the payments to be made

Weekly

Two weekly

Four weekly

Monthly

Quarterly

Half yearly

Yearly

Amount details

Date and amount of first payment  
(please allow 3 working days for receipt)

£

THIRTEEN POUNDS

Date and amount of ongoing payments  
(If different from the first payment)

£

Choose one of the following two options

1. Date and amount of final payment

£

2. Until further notice

(payments will be made until you cancel this instruction)

**4. Confirmation**

Customer signature(s)

Date