

# Standing Order

## The Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster

Please complete this form in BLOCK CAPITALS and in black ink. Return the completed form to your own bank.

To: (insert the name of your bank)

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

### 1. Your account details

Account name

Account number

Account holding branch

Sort code

### 2. Payee details

Name of organisation that you are paying

The PCC of St Matthew's Westminster

Payment reference – this will appear on the payee's bank statement

Sort code

40 – 07 – 13

Account number

7 0 7 2 4 5 1 3

### 3. About the payment

How often the payments are to be made

Weekly

Two weekly

Four weekly

Monthly

Quarterly

Half yearly

Yearly

Amount details

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

DD | MM | YYYY

£

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

DD | MM | YYYY

£

Choose one of the following options:

1. Date and amount of final payment

DD | MM | YYYY

£

2. Until further notice

(payments will be made until you cancel this instruction)

### 4. Confirmation

Signature of account holder(s)

DD | MM | YYYY