

## NEW STANDING ORDER INSTRUCTION

Please complete all sections of this form in **BLOCK CAPITALS** and in blue or black pen

### 1. Account details:

<b>Bank\Building Society Name</b>	
<b>Account Name</b>	
<b>Account holding branch</b>	

Sort code:

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Account number:

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### 2. Payee details

<b>Account Name</b>	Maria Fidelis Convent School Voluntary Fund
<b>Payment reference (Pupil's name)</b>	

Sort code:

6	0	0	4	2	4
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Account number:

9	4	6	4	2	6	7	2
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### 3. About the payment

How often are payments made:      Quarterly       Half yearly       Yearly

Date and amount of first payment (DD/MM/YYYY)            £

(please allow 3 working days for receipt)

Thereafter 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)

Date: \_\_\_\_\_

Date: \_\_\_\_\_