ST ANDREW'S
Hatters Lane
High Wycombe
HP13 7NJ
01494 529668
office@standrewshw.co.uk

STANDING ORDER FORM

To the Manager ____

Bank: ____

Bank Address: ____

____

____

Please pay: **St Andrews PCC Private Account** at
The Co-operative Bank, Business Direct, PO Box 250, Skelmersdale, Lancs.
WN8 6WT.

Sort Code: **08-92-99** A/c No: **65031292**

the sum of £____________ starting on_________________________

and then monthly / quarterly / annually* thereafter.

Please debit my / our Account No:____________________________

Account name and title (please print):
____

Home Address: ____

____

_____________________________________Post Code____________

Date_______________ Signed________________________________

This cancels any existing standing orders to St Andrew's: (YES / NO / Not Applicable*)

If you wish to start a new standing order or amend one please use the church's bank details. You can do this yourself (via online or telephone banking), or just send the completed form **to your bank who will set this up for you. *There's no need to send this to the church.*** * Delete as appropriate.

If you do set up/amend a standing order, please let us know
- By completing a Gift Aid Declaration – if you are a UK Taxpayer
- By completing a Planned Giving Form – this makes it easier for us to plan.

Setting it up online

To set up a standing order, log in to your online banking or mobile app and find the "standing orders" or "payments" section, then enter the Church bank details **65031292** (account number) and **08-92-99** (sort code), the payment amount, and the frequency. You will also need to specify the start date and, if applicable, how long the payments should continue, then review and confirm the details to set it up.

Before you start

- **Recipient's bank details**:

St Andrews PCC Private Account
Sort Code: 08-92-99
A/C No: 65031292

- **Payment details**:

Know the fixed amount, frequency (e.g., weekly, monthly), start date, and how long the standing order should run.

- **Reference**:

Have a reference ready, such as your name or account number, so the recipient can identify the payment.

Step-by-step guide

1. **Log in**: Sign in to your online or mobile banking account.
2. **Find standing orders**: Navigate to the "Payments," "Transfers," or "Standing Orders" section of the app or website.
3. **Start a new standing order**: Select the option to "Create a new standing order" or "Add a new standing order".
4. **Enter payee details**: Input the recipient's name, account number, and sort code. If it's a new payee, you may need to confirm their details.
5. **Input payment details**: Enter the amount, the payment frequency, and the start date. You can also specify an end date or number of payments if needed.
6. **Add a reference**: Enter a reference that will appear on the recipient's statement.
7. **Review and confirm**: Check all the details on the summary screen to ensure they are correct.
8. **Authorise**: Confirm the standing order, which may require you to use a card reader or your mobile app for security.
9. **Finish**: Once authorised, the standing order will be set up.