

# MONTHLY STANDING ORDER

## Step 1: Please complete this box first:

Print name \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### PLEASE TICK ONLY ONE OF THE FOLLOWING BOXES:

I have already completed a Gift Aid Form

I would like the Treasurer to give me a Gift Aid Form

I do not pay income tax so none can be reclaimed

## Step 2: Please complete one of the next two boxes:

### EITHER

#### A. I have set up a new standing order as follows:

For £ \_\_\_\_\_ a month, starting on (day)\_\_\_\_(month)\_\_\_\_\_201\_\_.

To be split:

£ \_\_\_\_\_ Normal Church Expenses and Ministry.

£ \_\_\_\_\_ Special Projects.

### OR

#### B. I have amended my existing standing order as follows:

Old amount £ \_\_\_\_\_ a month, new amount £ \_\_\_\_\_ starting on  
(day)\_\_\_\_(month)\_\_\_\_\_201\_\_.

To be split:

£ \_\_\_\_\_ Normal Church Expenses and Ministry.

£ \_\_\_\_\_ Special Projects.

## Step 3: Please complete one of the next two boxes:

### EITHER

#### A. I have set up a new or amended standing order: (tick one)

- using online banking

- directly with my bank by visiting or telephone

### OR

B. I have completed the Bank Instruction overleaf and would like  
St Stephen's treasurer to notify my bank for me.

**Step 4: If you have ticked box 3B put both pages (or if 3A then just the first page) into one of the supplied envelopes marked 'Treasurer – confidential' and either leave in the Church Office or 'post' in the Perspex donation box.**

## St Stephen's Church, Shottermill

(Registered charity number: 1134016)

### Bank Instruction

Bank: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Please pay to the account of St Stephen's Shottermill PCC  
sort: 40-52-40; account number: 00017958; bank: CAF Bank  
the sum of £ \_\_\_\_\_ per month, starting on (date) \_\_\_\_\_ 201\_ \_  
and monthly thereafter until further notice.

This is a new standing order  (tick if so)

This is an amended standing order the old amount being £ \_\_\_\_\_ per  
month.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Sort: \_\_\_\_\_ Account number: \_\_\_\_\_

Account name: \_\_\_\_\_