



Bicester Blue Fins

Amateur Swimming Club

Subject: **Standing Order Instruction**

To The Manager, Bank/Building Society (delete as appropriate)

Please set up the following standing order to pay **Bicester Blue Fins Swimming Club**

<u>My Account Details</u>	
Account Name	
Sort Code	
Account Number	
<u>Standing Order Details:</u>	
Date of First Payment	
First Payment Amount (£)	£ .
Day of Month	1st Day of the Month
Regular Payments Amount (£)	£ .
Frequency	Monthly
Date of Final Payment	Until Further Notice
Payment Reference ⁺	
<u>Beneficiary Account Details</u>	
Bank/Branch	HSBC / 1 Sheep Street, Bicester
Account Name	Bicester Blue Fins Swimming Club
Sort Code	40-10-16
Account Number	91016792

Print Name	Signature	Date

⁺ *To help the Treasurer to easily identify your payments from the club's bank statements, please set up a payment reference so that it may be allocated to your fees account for example use your Surname and Initials – such as "Smith, A". If the standing order is for more than one member of the same family you could use the family surname followed by the first initial of each member e.g. "Smith, A/B/C"*

To set up this standing order, **please send this form to your Bank/Building Society** and send a **copy** to the Club Treasurer at the following address:

**Bicester Blue Fins SC
c/o Mrs Anita Wanless
38 Dove Green
Bicester
OX26 2GU**

Thank you.

NB: This form is to be used by you to set up a Standing Order payment from your Bank/Building Society account. It is **NOT** a Direct Debit Mandate.

Standing Orders have to be set up by YOU the Account Holder NOT by Bicester Blue Fins SC (the beneficiary/payee).