

Standing Order Instruction – to set up or amend regular bank payments

Banker's Order

This instruction supersedes any previous instruction for payments between the accounts detailed below.

Please continue payments until cancelled by me/us in writing.

1. Details of the account where payments will come from
 - Bank
 - Branch Address
 - Account Name
 - Account Number
 - Sort Code

2. Details of the account where payments will be sent to
 - Account Name St. Columba's Church of Scotland No. 2
 - Name of Bank The Royal Bank of Scotland plc
 - Branch High Street Kensington
 - Account Number 00264741
 - Sort Code 16-00-42

3. Payment Details
 - Regular payment amount (in figures)
 - Reference for Church account (e.g. your name, followed by "SO")
 - Frequency
 - o Monthly – please indicate day of the month
 - o Other (e.g. quarterly/annually) – please indicate frequency

4. Date of first payment under this instruction

5. Authorisation
 - Signature
 - Name (title and full name)
 - Date
 - Address
 - Telephone Number

When completed & signed, please send this form, along with a Gift Aid declaration, if applicable, to:

The Honorary Treasurer,
St. Columba's Church of Scotland,
Pont Street,
London,
SW1X 0BD

Please do not send the Banker's Order direct to your bank. The administration of Standing Orders is easier if handled centrally through the Church.

Please allow sufficient time to process this request, as this may take a few weeks.

Please get in touch with the St Columba's Honorary Treasurer to request an alternative form if you wish to set up more than one standing order to St Columba's Church from one bank account.