

To Bank

STANDING ORDER MANDATE

Postal Address

Please pay	Bank		Branch Title (not address)						Sorting Code Number								
	HSBC		CITY BRANCH						40 - 27 - 15								
for the credit of	Beneficiary's Name						Account Number			Quoting Reference							
	IMMACULATE HEART OF MARY SCHOOL MAINTENANCE ACCOUNT						3	2	0	3	1	0	1	9	VCS		
the sum of	Amount		Amount in Words														
	£																
commencing	Date of first payment		and thereafter every			Due date and frequency			Until further notice in writing or			Date of last payment			And debit my/our account accordingly		

PLEASE CANCEL ALL PREVIOUS STANDING ORDER/ DIRECT DEBIT MANDATES IN FAVOUR OF	UNDER REFERENCE NUMBER

If there are any special instructions please tick

This box and write details overleaf

Name of Account to be debited	Sorting Code						Account Number											

PLEASE NOTE THIS IS A SCHOOL ACCOUNT - NAME OF ACCOUNT HOLDER SHOULD APPEAR ON STATEMENT .

Signature(s) Date:

Banks may decline to accept instructions to charge Standing Orders to certain types of account other than Current Accounts.

Note: The Bank will not undertake to

- a) make any reference to Value Added Tax or pay a stated sum plus V.A.T., or other indeterminate element.
- b) advise remitter's address to beneficiary.
- c) advise beneficiary of inability to pay
- d) request beneficiary's banker to advise beneficiary of receipt.
- e) accept instructions to pay as soon after the specified date as there are funds to meet the payment, if funds are not available on the specified date.

Payments may take 3 working days or more to reach the beneficiary's account. Your branch can give further details.

PLEASE COMPLETE FOR GOVERNOR RECORDS

Name of Parent:..... Name of Child:..... Class: Date: