



# THE CHURCH REPAIR SOCIETY FOR THE DIOCESE OF LINCOLN

Registered Charity No. 514997

## **NEW STANDING ORDER INSTRUCTION**

To make a standing order to the Church Repair Society for the Diocese of Lincoln, complete this mandate and return it to the Treasurer, David Rosier, 2 Ryland Road, Dunholme, Lincoln, LN2 3NG. **DO NOT SEND THE COMPLETED FORM TO YOUR BANK as we need to include your unique payment reference.** Once the mandate is processed we will send the form to your Bank and also provide you with a copy for your records. You may cancel this instruction at any time by simply notifying your bank.

(Please complete in BLOCK CAPITALS and include the full postal address and post code)

To: THE MANAGER ..... **BANK**  
....., **Post Code** .....

Account details - Please set up the following Standing Order from our account:

Account name: ..... - Account no. 

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Account holding branch: ..... - Sort code 

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**Payee details** Name of the organisation you are paying

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**Payment reference** – this will appear on the bank statement of the organisation you are paying\*

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**This reference will be entered by the Treasurer of the Church Repair Society**

Sort code – the sort code of the organisation you are paying:

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Account number of the organisation you wish to pay:

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**About the payment**

How often are the payments to be made: Weekly  Two weekly  Four weekly  Monthly   
Quarterly  Half yearly  Yearly  on 1<sup>st</sup> January

**Date of amount of first payment\***

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**or as soon as possible thereafter**

*\*(This date should be at least 28 days from the date of posting to the Treasurer of the Church Repair Society)*

Choose one of the following options (1) Date of final payment

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
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(2) Until further notice

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**Confirmation and Authorisation - Customer signatures**

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Date .....