



Writing Equipment Society

New Standing Order Instruction

Please complete this form in BLOCK CAPITALS and in black ink

To _____ Bank

Please set up the following Standing Order and debit my/our account accordingly

1. Account details

Account name _____ Account number

Account holding branch _____ Sort code

2. Payee details

Name of person or organisation you are paying

Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay

Sort code - the bank code of the person or organisation you are paying

Account number - the account number of the person or organisation you wish to pay (Eight digits - if less place zeros at the front)

3. About the payment

How often are the payments to be made. Payments to continue Annually until cancelled. Annually

Amount details
Date and amount of first payment (please allow 3 working days for receipt) £

MEMBER NAME

Member signature(s)

Date