

## Instructions on completing the Standing Order Form



1. Enter the name of your bank in the "To" line

### Section 1 Account details

1. Enter the name of your account
2. Enter your account number
3. Enter your Sort Code
4. Enter the full address of your bank in the Account Holding Branch space

### Section 2 Payee details

1. Leave this section for Elsenham Bowls Club to complete

### Section 3 About the Payment

1. On the amount details line, leave the date of first payment box blank
2. If you are having one number then enter £13.00 in the "Amount of First Payment" box. If you are having more than one number multiply £13 by the amount of numbers you are having.
3. Leave the date of ongoing payments box blank.
4. Enter "thirteen pounds" in the "Ongoing payment" box. If you are having more than one number enter the appropriate amount here
5. Leave the "Date and Amount of final payment" boxes blank
6. Place an "X" in the "until further notice" box

### Section 4 Confirmation

1. Sign the form and enter the date of signing
2. Return the completed form to Trevor Hackett at the address below.

## Do not send it to directly to your bank.

On receipt of your completed standing order mandate, I will enter the start date for the first payment and enter a reference number for ease of identification on our bank statements.

I will then issue you with your personal 100 club number(s) and inform you of the date of your first entry in the weekly 100 club draw.

As with all Standing Order Mandates, we have no power to deduct any money from your account. You may cancel standing orders at any time.

Should you do wish to leave the 100 club at any time, I would appreciate advance notification.

Send your completed standing order form to:

**Trevor Hackett**

**1 Corriander Drive, Elsenham, Bishops Stortford, Herts CM22 6DL.  
01279 813735**