



# New Standing Order Instruction

* <i>To:</i> _____ (the name of your Bank e.g. Nat West, Co-op)	
Please set up the following Standing Order and debit my/our account accordingly	
<b>1. Members Account Details</b>	
* <i>Account Name</i> _____	(the name of your bank account e.g. Retail Limited)
* <i>Account Number</i> _____	(your 8 digit account number)
* <i>Sort Code</i> _____	(the 6 digit code e.g. "12-34-56")
* <i>Bank Address</i> _____	(The address of your bank branch)
_____	
_____	
_____	
<b>2. Payee Details</b>	
<i>Organisation to pay</i>	<b>Eccleshall Business Focus Group</b>
* <i>Payment reference</i> _____	(the name of your business so we can identify your money)
<i>Sort Code</i>	<b>08-92-99</b>
<i>Account number</i>	<b>65375288</b>
<b>3. About the payment</b>	
<i>Frequency of payment</i>	<b>Yearly</b>
* <i>Amount of first payment</i> _____	(£15 for the first year for new members, £25 for existing members)
* <i>Date of first payment</i> _____	(Allow 30 days after the date on the form for the bank to process)
<i>Ongoing payments</i>	<b>£25</b> (£25 per annum)
* <i>Date of ongoing payments</i> _____	(The anniversary of joining)
<b>Ongoing payments will be made until further notice until you cancel this instruction</b>	
<b>4. Confirmation</b>	
* <i>Business Name</i> _____	(The business name of the member joining)
* <i>Name</i> _____	(Name of person signing the form and with the bank authority)
* <i>Signature</i> _____	(An authorised signature)
* <i>Date</i> _____	

\* Members please complete the sections marked

**Once completed please return to:** Tim Hulse, Treasurer EBF, 14b High Street, Eccleshall, ST21 6BZ.