

**Bank Standing Order Form**

**Please complete this form and return directly to your Bank.** This form needs full details of your bank account, the amount you wish to donate, the starting date and the period for payments to be taken ie monthly/quarterly/annually. Your bank's address in full is essential.

**Alternatively, if you have Internet Banking, you can set up the standing order online. The school's banking details are set out below**

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*Insert Name of your bank*..... *Date:* .....

*Address* .....

..... *Postcode* .....

Dear Sir/Madam

Please pay by standing order the sum of £ \_\_\_\_\_ (*amount in figures*)

**monthly/ quarterly/ annually** (*please delete as necessary*) from (**insert your account details**)

**Account name:** \_\_\_\_\_

**Account no:** \_\_\_\_\_ **Sort code:** \_\_\_\_\_

commencing on \_\_\_\_\_ (*insert start date*) and then on the first day of each period indicated until further notice to:-

**Barclays Bank Plc, 26/30 Regent Street, Weston Super Mare BS23 1SH**  
**Account name: "St Francis School Special Projects Fund"**  
**Account number 10778060 Sort code: 20 94 74**

I would be grateful if you would action this as soon as possible, ensuring that the reference of

**Gift Aid** \_\_\_\_\_ (*insert your surname*) is quoted when making payments.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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**Payment by cheque or cash**

**I do not wish to set up a standing order but attach my contribution of £**\_\_\_\_\_.

**Name:** \_\_\_\_\_

**Cheques should be made payable to St Francis School, Special Projects with this form returned to school.**

**Signature:** \_\_\_\_\_