Caritas Westminster

Standing Order Instruction

To the Manager

Bank _____

Bank address _____

_____

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

1. Account details

Account name _____

Account number | | | | | | | | | Sort code | | | | | | |

2. Payee details

Payee bank name: HSBC

Organisation you are paying: WRCDT Caritas Westminster

Payee sort code: 4 0 0 5 2 0

Payee account number: 9 1 8 1 7 7 6 0

3. About the payment

How often are the payments to be made? Monthly ☐ Quarterly ☐ Half yearly ☐ Yearly ☐

	Date	Amount
1st Payment (please allow 30 working days)		£
Final payment		£

OR

Until further notice ☐ (payments will be made until you cancel this instruction)

Payment Reference _____ Please make the payment reference your full name.

4. Confirmation

Your name _____

Your address _____

Customer signature(s) _____

Date _____

Send this completed form to your bank to be set up. Please ALSO send a photocopy to:
Fundraising & Stewardship Office, Vaughan House, 46 Francis Street, London SW1P 1QN

Registered Charity Number 233699