# Diocese of 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

Payee sort code: 4 0 0 5 2 0

Payee account number: 3 0 8 5 3 8 0 1

### 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**