



Senior Soccer Section
Standing Order Mandate

To: (please provide name and branch details of your bank)

Name of bank	
Branch name and address	

Please set up a new standing order instruction in accordance with the details below.

Account to be debited: (please provide details of your account)

Sort Code:						
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Account Number:							
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Account Name:	

Beneficiary Details: (please provide a reference for your payment)

Name of bank	Barclays Bank Plc
	Warrington Branch

Sort Code:	2	0	9	1	4	8
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Account Number:	2	0	8	3	9	8	1	7
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Account Name:	CROSFIELDS JFC
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Reference (See below for details):															
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Payment Details: (please confirm a start date for your payment)

Amount of First Payment	£15.00	Date of First Payment	
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Amount of Usual Payment	£15.00
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Amount of Usual Payment in Words	FIFTEEN POUNDS
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Usual Payment to be paid	MONTHLY	Date of Usual Payment	FIRST
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Amount of Last Payment	£15.00	Date of Last Payment	
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Customer Signature:	
Date:	

NOTES FOR COMPLETION

Please provide the **name of your bank and details of the branch** where your account is held.

Please provide details of **your bank account name, number and sort code**. Please check with your bank to ensure that they are willing to make standing order payments from your account.

The beneficiary details and payment details have been completed for you. All we require you to provide is a reference for your payment (maximum of 18 characters) in the format:

DDMMYY[SPACE]SURNAME[SPACE]INITIAL(S) where:

DDMMYY is your date of birth

SURNAME is your surname

INITIAL(S) is your initial(s)

For example:

100698 BLOGGS J

These details are important to ensure that your payment can be identified on our bank statement. Without them we will not be able to confirm that your payment has been received. Our payment terms are £15 per month.

Standing Order payment is our preferred method of payment for a player's monthly training fees. Please complete the attached form **& post to your bank** for processing. **Please do not hand this in to your Team Manager – you must post this on to your bank.**

So that we can reconcile your payment to you -it is extremely important that: -

- **you complete the reference details properly - without these our Club Treasurer will not be able to account for your payment;**
- **you let your Team Manager & administrator know as soon as your standing order has been set up by your bank - so that they can let our Club treasurer know when to expect your payment;**
- **you must ensure that you keep making payments by cheque/cash up until the point at which your standing order is operational**

Please note that we **cannot** accept direct debits on our account, only standing orders for fixed amounts.

Please note that if you decide to leave our Club at any time then it is your responsibility to cancel the standing order.

Please note that your annual **Club Registration** fee, which is due at the start of the new season, **cannot** be paid by standing order & must be paid by cheque or cash.

Kind regards.

Club Treasurer