



## New Standing Order Instruction

To \_\_\_\_\_ Bank/Building Society

Address of Bank/Building Society \_\_\_\_\_  
\_\_\_\_\_

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

### 1 Account Details

Account Name \_\_\_\_\_ Account Number 

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Account holding branch \_\_\_\_\_ Sort Code 

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### 2 Payee Details

Nat West Account Name Aquinoe Learning Centre Account Number 

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Payment Reference (to be completed by ALC) \_\_\_\_\_ Sort Code 

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### 3 About the Payment

Amount of payment: £ \_\_\_\_\_ Amount in words \_\_\_\_\_

Payment to be made: Monthly  Quarterly  Yearly

Date of first payment (allow at least 14 days to be processed) 

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Choose **one** of the following options:

a) Until further notice  Payments will be made until you cancel this instruction

b) Date of final payment 

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4 **Confirmation:** Signature (both signatures required for joint accounts):

\_\_\_\_\_

Dated \_\_\_\_\_

5 **Send this completed form to:** Aquinoe Learning Centre Charitable Trust, 82 Nortons Way, Five Oak Green, Kent TN12 6TF, who will forward it to your Bank/Building Society.

6 **Amendments:** If you wish to amend any of the above details please request a Standing Order Amendment Form from Aquinoe Learning Centre Charitable Trust, 82 Nortons Way, Five Oak Green, Kent TN12 6TF.

7 **Cancellation:** If you wish to cancel this standing order please advise both your Bank/Building Society and the Aquinoe Learning Centre Charitable Trust, 82 Nortons Way, Five Oak Green, Kent TN12 6TF.

8 **Queries:** Any queries about the Aquinoe Learning Centre Charitable Trust, please mail [contact@aquinoe.org](mailto:contact@aquinoe.org) or telephone 01892 834629.