CO-OPERATIVE BANK
STANDING ORDER MANDATE

DEPARTMENT NAME & ADDRESS

To: The Manager
Postal Address: P.O Box 101, 1 Balloon Street, Manchester,
M60 4EP
Bank: Co-operative Bank
Sort Code: 08-92-99

Please pay the undernoted Standing Order with effect from   /   /

Signature _____ **Date   /   /**

BENEFICIARY DETAILS

Please pay the standing order to:-	**Sort Code: 08-92-99**
Bank: Co-operative Bank	**Account Number: 6568366600**
Account Name: Holly's Hugs	

PAYMENT DETAILS

Please pay the following:-

Amount (in figures): £   **In words:**

Commencing: /   /   **Due Date & Frequency:**   **Last Date:**

REMITTER'S DETAILS

To be debited from my Account:-

Account Number: **Name (s):**

Sort Code:

See notes below for completion

DEPARTMENT NAME & ADDRESS

- ✓ Holly's Hugs bank details have been added
- ✓ Please add the date you want payments to start
- ✓ Sign and date

BENEFICIARY DETAILS

- ✓ Holly's Hugs bank details have been added
- ✓ If your bank asks for a 'Reference No' – please add your name – that way we know who has made the donation

PAYMENT DETAILS

- ✓ Amount – add the amount you would like to pay, in figures and words e.g. £5 and Five Pounds Only
- ✓ Commencing – e.g. 6/8/13
- ✓ Due date & frequency – e.g. 25th and monthly
- ✓ Late payment – either add a date or put 'UFN' (until further notice)

REMITTER'S DETAILS

- ✓ Add your account number, sort code and name

ON COMPLETION

Once the form is completed, please take it to your bank for processing. Please let us know you are arranging a standing order and we will confirm safe receipt of the initial payment. If you have any queries, please don't hesitate to contact us.

Thank you for supporting

Holly's Hugs