

# Standing Order Mandate

Please complete and return to the address below.

Name of Bank.....

Bank Address .....

Please tick relevant box:

- New Instruction  
 Please amend previous Standing Order quoting reference/beneficiary

## ACCOUNT TO BE DEBITED

SORT CODE

ACCOUNT NUMBER

ACCOUNT NAME

## BENEFICIARY DETAILS

BANK

BRANCH DETAILS

SORT CODE

ACCOUNT NUMBER

IBA

BIC

Details

BENEFICIARY NAME

REFERENCE

## PAYMENT DETAILS

AMOUNT OF FIRST PAYMENT £

DATE OF FIRST PAYMENT

AMOUNT OF USUAL PAYMENT £

AMOUNT OF USUAL PAYMENT IN WORDS

TO BE PAID

- MONTHLY  QUARTERLY  ANNUALLY

DATE OF USUAL PAYMENT

AMOUNT OF LAST PAYMENT £

OR PLEASE CONTINUE PAYMENT UNTIL FURTHER NOTICE

CUSTOMER SIGNATURE(S) ..... DATE

CUSTOMER CONTACT TELEPHONE NO:

All boxes must be completed in order for the standing order to be processed

Return address – South Staffs Coach Hire, 3 Bitterscote Lane, Tamworth, Staffordshire. B78 3LG

## **Guidelines to complete the Standing Order Mandate form.**

**Name of Bank / Address – Insert your own bank name and address in this section.**

**Account to be debited – Insert your sort code, account number, account name in the boxes.**

**Reference. Leave this box blank as we will insert you ticket serial number in this box once issued.**

**Payment details – The first payment will be in August and will continue until further notice. Payment dates can be set anywhere between 1<sup>st</sup> and the 28<sup>th</sup> of the month. Please insert your chosen payment date in the box titled DATE OF FIRST PAYMENT, we have already completed the August 2018 boxes. Please note we need 10 working days to process and set the standing order up, so please allow us enough time to do this. Repeat this same date in the boxes DATE OF USUAL PAYMENT and the payments will continue and a new pass will be issued each year.**

**Please sign and date the mandate and include a phone number in case we need to contact you.**

**Please return the completed form to us at the address at the end of the form. We will do the rest.**

**Please include your child's name for the pass, your address and please text a photo for the bus pass to 07809 375973 stating the child's name.**

**Your pass will be issued after we receive the first payment. Please allow enough time to ensure you will receive your pass before the start of term.**