

COMMUNITY CHURCH EDINBURGH

BANKERS ORDER

Please see opposite page for Instructions

**To: The Manager
BANK:**

	Sort Code / /
Postcode	

Name of Account Holder

Account Number

Please pay the BANK OF SCOTLAND, Newington Branch (Sort Code 80-02-83),
51 South Clerk Street, Edinburgh for the credit of Community Church Edinburgh
(Account N0. 00887408) the sum of:

£

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(Words)

Commencing on

 /

 /

 and continuing monthly until further notice.

Signed

Date

Please quote Reference

Notes (Tick as appropriate)

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This is a new order

This supercedes the existing order under the same reference

BANKERS ORDER INSTRUCTIONS

Please read these instructions carefully:

- Print off this form
- Cut it in half (we only need you to send in the opposite A5 page)
- Complete the form opposite in block capitals:
- The full name and address of your Bank or Building Society
- The sort code (usually found in the top right-hand corner of your cheque)
- The name and number of your account
- The amount in both figures and words
- The date of the first payment. (Preferably within the first ten days of the month. Please do not instruct your bank to pay between the 20th and 31st of each month, as this will sometimes not reach our bank the same month and can cause confusion. In this case we suggest you delay your payments until the 1st of the following month.)
- Sign and date the form
- Leave 'Reference' line blank for the office to complete
- Please **do not** send the form to your bank but return it to:

Community Church Edinburgh
King's Hall
41a South Clerk Street
EDINBURGH
EH8 9NZ