

# Guidelines for setting up a Standing Order for your FWO

- 1 Complete the New Standing Order Instruction Form and deliver to your Bank or Building Society, making sure you put the payment reference as your Surname and FWO Number

**St James's Presbyterian Church**  
**New Standing Order Instruction**

To Bank \_\_\_\_\_  
Please set up the following Standing Order and debit my/our account accordingly

1 Account Details  
Account Name - \_\_\_\_\_  
Account Number - \_\_\_\_\_  
Account Holding Branch Sort Code - \_\_\_\_\_

2 Payee Details  
Name of Organisation you are paying - St James's Presbyterian Church  
Payment Reference (Your Surname and FWO No.) - \_\_\_\_\_  
Sort Code - 95-62-37  
Account Number - 31020242

3 About the payment  
How often are the payments to be made - Monthly  
Amount details - £ \_\_\_\_\_  
Date of first payment (DD/MM/YYYY) - \_\_\_\_\_  
Until further notice (payments will be made until you cancel this instruction)

4 Confirmation  
Customer signature(s) \_\_\_\_\_  
Date (DD/MM/YYYY) \_\_\_\_\_  
Please take this form to your Bank or Building Society

- 2 Using Online or Internet Banking complete the Standing Order Instructions, again making sure the payment reference is your Surname and FWO Number

Example of Danske Bank given below.

If any difficulties or questions please contact the Treasurer Brian Hueston 07841643610

**Standing order**

**New standing order**

From account: \_\_\_\_\_

To account:  
Select payee: \_\_\_\_\_  
Or enter sortcode & account number: 95023731020242 [More information](#)

Payment reference: Smyth FWO333 [More information](#)

Payee name: St James's PC

Amount: 50

Payment type: Standing order

Payment interval: Monthly

Fixed payment date: The 1st

First payment: July 2020

Last payment: \_\_\_\_\_

No payments in following months:  
 Jan.  Feb.  Mar.  Apr.  May  June  
 July  Aug.  Sep.  Oct.  Nov.  Dec.

**Types of Standing Order**

There are now 3 different types of standing order

1. FPS Standing Order payment
2. CHAPS Standing Order payment
3. Internal Standing Order

[Read more](#)