

# GENERAL FUND

## Instruction to set up a new standing order

**IMPORTANT:**

Please fill in all the details, sign and date the bottom.  
Once complete, please send this form directly to your bank or to Grace Church.  
Any questions please contact Darren Forsdyke on 01243 778500 or  
Darren.Forsdyke@GraceChurchTogether.org.uk.

*(Enter your bank name and address)*

To: ..... Bank Plc  
.....  
.....  
.....  
.....

**Your Details**

Account Name: .....  
Branch Name: .....

Sort Code: 

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Account number: 

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**Standing Order Details**

Recipient's Name: **Grace Church Chichester**  
Recipient's Bank & Branch: **HSBC, 4 Robertson Street, Hastings TN34 1HW**  
Recipient's Sort code: **40-23-18**  
Recipient's Account number: **02136856**

Frequency of payment: *(please tick and complete as appropriate)*

- Monthly, on the ..... *(date or day eg. first Monday)* of each month.
- Weekly, on ..... *(day)* of each week.

First payment date: ..... / ..... / 20....., and thereafter until further notice.

Payment amount: £.....

Payment amount (in words): .....

Payment Reference: .....  
*(please enter your surname and first name)*

**Please cancel all previous standing orders with this payment reference to Grace Church  
*(delete if appropriate)***

I/We authorise you to debit my/our account, in accordance with the above details:

Signature: ..... Date: .....  
Signature: ..... Date: .....