



Ipswich & Suffolk Credit Union Ltd.
 61/63 Austin Street, Ipswich
 IP2 8DF

email:office@iscu.org.uk
 tel:01473 690690

Standing Order Authority

To the Manager

Bank/Building Society

Address:

Account Number:

Sort Code:

Please pay on

and

monthly / fortnightly/ weekly thereafter, until further notice,

The sum of £

to: The Ipswich & Suffolk Credit Union Limited
Co-operative Bank plc
Account Number: 50000788
Sort Code: 08-92-50

Please quote reference number:

(Please leave blank, the Credit Union office will supply)

Name:

Address:

Signed:

Date

This cancels any previous mandate*

*Sign if necessary

Upon completion, please return this form to the Credit Union office for processing

STANDING ORDERS

1. Enter the name of your bank or building society, and their full address, if you are unsure of any details, enter the town and we will complete the rest.
2. Enter your account number and sort code. These will be on your cheque book or bank card. Please DO NOT enter your bank card number.
3. Next, write the date on which you want the FIRST payment to come out of your account and cross out the two that do not apply from the Monthly/Fortnightly/Weekly selection.
4. Leave the reference number blank. We will complete this.
5. Sign the form; add your home address and today's date.
6. If you have an existing Standing Order and this form is its replacement, sign the last box to cancel the original instructions.
6. Please return the completed form to the Credit Union office for processing.

If you are in any doubt please telephone the office and we will be pleased to help.