

# New Standing Order Instruction

To: .....BANK (insert name of your bank)

Please set up the following Standing Order and debit my/our account accordingly

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## 1. Account details (insert your details)

Account name .....

Account holding branch .....

Account number .....

Sort Code .....

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## 2. Payee details

Name of organisation: Berkshire Gardens Trust (BGT)

Bank name and address: National Westminster Bank plc. High Street, Pangbourne, Berkshire, RG8 7AD

Branch Sort Code: 54 – 21 – 28

Account No. : 25522531

Reference: Your Surname (*this will show on BGT's bank statement*)

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## 3. About the payment

Payment amount 12.00 for an individual

(*delete as necessary*) £20.00 for two people at the same address

£30.00 for a corporate member

Frequency of payment Yearly

Date of first payment 1<sup>st</sup> April 2010 (*or nearest date thereafter – please amend as necessary*)

Chose one of the

following two options:

1. Date and amount of final payment

2. Until final notice (payments will be made until you cancel this instruction)

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## 4. Confirmation

Signature (s)

1.....

2 .....

Date .....