**Guidelines for the Applicant:**

1.Fill in **all** sections apart from the Payment Reference in Section 2 (Payee details)

2.Remember to sign and date the form.

3.Completed forms should be submitted to Dar Aminah by:

-By email: daraminah@hotmail.co.uk

-Or by post: Dar Aminah, 52A Westbourne Road, Luton LU4 8JD

-Or to be collected: Call 07764 744 209

 To the Manager of

 (Insert the name of your bank/bank society)

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

**1. My Account Details**

 Account name:

 (Insert your name as it appears on your bank account)

 Account Holding Branch

 Account Number:

 Sort Code: - -

**2. Payee Details**

 Payee Account Name

Dar Aminah

 Payee Bank

HSBC, 63 George Street, Luton, LU1 2AR

 Payee Account Number

6 2 5 2 8 1 6 9

 Payee Sort Code -

 3 0

 3 2

 4 0

 - -

 Payee Reference

D A

 **FAO Data Entry Clerk:** Please ensure that the payment reference – **all eight characters** – is entered correctly

 when setting up the standing order. Thank you.

**3. Payment Amount and Frequency**

 Monthly Amount £5 £10 £20 £25 other

 Starting on:

 Followed by:

 Up to and including:

**4. Confirmation**

 Signature Date

 Print name