

# 1 SETTING UP A STANDING ORDER



## ONLINE

If you do internet banking, setting up a standing order online is very easy.

All you need are the following details:

**Account name:** CLESA Voucher

**Account number:** 00017568

**Sort code:** 40-52-40

**Payee reference:** Your name

**Start date:** The 1<sup>st</sup> day of whatever month you wish to start.

**Amount:** How much you want to buy each month.  
That's it!

**When you have set up your standing order please fill in the slip below and return it to the school office in an envelope marked 'CLESA Gift Cards'**

**Name:**

**Phone:**

**email:**

**I have increased / set up a standing order for:**

£ \_\_\_\_\_ Tesco gift cards

£ \_\_\_\_\_ John Lewis gift cards

**To start on the 1<sup>st</sup> day of \_\_\_\_\_ (month/year)**

# 2 STANDING ORDER INSTRUCTION



If you don't do Internet banking don't worry we can do it for you. Fill out the details below and return this form to the school office in an envelope marked 'CLESA Vouchers' and we will do the rest.

**I wish to buy/have increased to £\_\_\_\_\_ Tesco £\_\_\_\_\_ John Lewis vouchers each month**

### TO THE BANK:

Please arrange to make the following payment of:

£ \_\_\_\_\_ on the 1<sup>st</sup> day of each month with effect from \_\_\_\_\_ (month) \_\_\_\_\_ (year)

**For the account of: CLESA Voucher**

**Account number: 00017568**

**Sort Code: 40-52-40**

**CAF Bank Ltd  
25 Kings Hill Avenue, King's Hill  
West Malling, Kent, ME19 4JQ**

Please debit my/our account as follows:

Account Name & Number	
Bank Name	
Branch Address	
Sort Code	

Signature(s) **NB. For joint accounts both signatures are required**

Telephone:

email: