

Dear Sir/Madam

**St Peters School Bus Service – Standing Order Payment**

Thank you for your application for a pass for your child/children to travel on one of our St Peters School routes.

You have chosen the 10 payment option and the first payment has been made by credit or debit card.

We have attached a Standing Order Mandate for you to complete and return to us with your application form. We will forward this instruction onto your bank on your behalf.

Your ticket will be posted once we receive your completed Standing Order form.

As you can imagine there will be a large number of incoming payments from parents so the reference is critical to being able to allocate correctly – please use SPT-Childs surname and initial (eg: SPT- Smith J),

This letter is in addition to the Terms and Conditions supplied with the application form.

Yours sincerely

Emma Richardson  
Customer Service Advisor

# Standing order form

Instructions to your bank or building society



Please complete in BLOCK CAPITALS and in black ink you account name, account number and sort code.

## 1 Details of the account where payments will come from

Account name

Account number

Sort code

## 2 Details of the account where payments will be sent to

Account name

Name of bank or building society

Branch

Reference (SPT - Childs surname plus initial)

Account number

Sort code

## 3 Payment details

Amount for 1, 2 or 3 children:

Date of first payment

Date of final payment

Number of payments

Name & address of Bank/Building Society:

## 4 Declaration

**I/We hereby authorise my bank to set-up this standing order payment from my account:**

Signature

Signature (if joint account)

Date