

## Payment by Standing Order

*A Standing Order is originated from the person/company making the payments 'the account holder'. The account holder's bank sets up the instructions on the standing order mandate, as requested by the account holder. The payments are then sent to Leedam Natural Heritage's bank.*

*Only the account holder can change the standing order instructions.*

*The payments are only made if there are sufficient funds in the account. If a payment is missed, the standing order will still operate at the next payment date but the shortfall will need to be made up. A bank will usually accept and set up all standing order mandates on their system.*

Monthly payments made by Standing Order over a period of 10 or 20 months will be accepted for advance purchases.

Please note that because of the extra bookkeeping administration required we need to make an initial charge of £50 to set up and manage the payments. Additional administrative costs may have to be charged if payment(s) are missed.

Full payment is required before the plot is used.

If you choose to pay by monthly instalments: -

- please make a note of this on the burial plot Application Form
- call us to obtain a unique identification reference for the bank to quote so that we know the payments have come from you.
- please complete the Standing Order Mandate and forward the original to Leedam Natural Heritage and
- we will record the details and send it on to your bank or building society

Many thanks

Leedam Natural Heritage

**Note:** Some Banks and Building Societies may not accept standing order instructions on certain types of account. If in doubt please consult your bank or building society. You will find your bank sort code and account number on your cheque book or bank statement.

Your Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

To: **The Manager**

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

### Initial payment and Subsequent Standing Order Instructions

My bank account no. is \_\_\_\_\_ and my Sort Code is \_\_\_\_\_

1. Please make an initial payment of £50 on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date) to go to:-

*Leedam Natural Heritage, Bank of Scotland, Account No. 06006136, Sort Code 80-02-38, and then,*

2. Set up ten / twenty<sup>1</sup> monthly payments of £\_\_\_\_\_ to be paid into the same account

on the \_\_\_\_\_ day of each month, starting \_\_\_\_\_ (date)

quoting the reference<sup>2</sup> \_\_\_\_\_

The grand total to be paid is £\_\_\_\_\_ (including the initial £50 administration fee)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_ (CAPITAL LETTERS)

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*Please send the signed and completed form to:-  
Leedam, The Market Tavern, 26 Agincourt Square, Monmouth NP25 3BT (Tel 01600 716438)  
We will forward it on to the bank.  
Thank you.*

<sup>1</sup> Delete as appropriate

<sup>2</sup> Please call us for your unique identifier tel: 01600 716438