

Setting Up A Bank Standing Order

Most parishioners nowadays pay into their Church (Freewill Offering) using a Bank Standing Order rather than weekly envelopes or even cash.

There are two ways to achieve this.

1. If you do not use on-line banking you will need to contact your branch and either ask them for a Standing Order form, or ask the teller to complete one under your instruction. The details to be used are given below in section 3.
2. If you use on-line banking, your banking app will have a section on setting up a Standing Order. Please follow your bank's instructions inserting the appropriate information to be found in 3 below.
3. The payee details are: Name – Church of St John Baptist Helens Bay; Account Number - 24951040; Branch Code – 98-03-40. Thereafter you will need to decide Frequency of payment – this is normally monthly for the vast majority of parishioners; Day of the month on which a payment is made. Any day will do but it is usually better to avoid the first and last days of the month as these can occasionally result in payments being made in the wrong month; Amount to be paid – this should be what you have decided to give the Church each time the Standing Order is invoked.
4. Depending on which bank is used there may be two further items to provide: Payer's Reference - this is the text you wish to see on your regular bank statement with reference to this transaction; Payee's Reference; - this is the text which is shown on the Church's bank statement relating to this transaction. It is important that you put your name in this box, particularly if you are applying the Gift Aid benefit.
5. Once you have set up the Standing Order it would be useful to let the Honorary Treasurer know (f.graham@kainos.com, 07788412083).