

Standing Order Instruction Completion Information

Thank you for choosing to make payment for your NNNG membership by standing order. Please follow these instructions when completing the form.

1. Account details – Please ensure this is completed fully and legibly with the full postal address of the branch the standing order instruction is to be sent to.
2. Payee details – the NNNG Secretary will complete this section on receipt of the form.
3. About the payment - It may take up to 1 month for a standing order to reach us, sent on to your bank and then set up. Please take this into consideration when dating **first** payments. All ongoing payments will automatically be 31st January for membership renewal.
4. Already completed
5. Confirmation of customer signature – please remember to sign the Standing Order Instruction and send to the address at the bottom of the form.

Notes

The standing order must not be set up online with your bank. The NNNG Secretary needs to receive the form first to complete the relevant sections before forwarding it to your bank.

The standing order instruction will continue indefinitely unless you choose to cancel it with your bank. Please notify the NNNG Secretary if you decide to cancel your standing order.

Please detach this section and send with your standing order instruction. This will help us to identify you and ensure the payment is referenced to the correct member.

Name _____

Job title _____

Place of work: _____

Address: _____

E Mail _____



To _____ Bank **Standing Order Instruction**

Please set up the following Standing Order and debit my / our account accordingly:

1. Account details

Account name _____ Account number

Account holding branch _____ Sort code

Branch postal address:

2. Payee details

Name of person or organisation you are paying

Payment reference (TO BE COMPLETED BY NNNG)

Sort code – the bank code of the person or organisation you are paying (TO BE COMPLETED BY NNNG)

Account number – the account number of the person or organisation you wish to pay (TO BE COMPLETED BY NNNG)

3. About the payment

Payment to be made: £ Yearly

Amount details

Date and amount of first payment

Date and amount of ongoing payments **31st January** £

Payment to continue:

Until further notice (payments will be made until you cancel this instruction)

4. Payment for NNNG Membership

5. Confirmation

Customer Signature Date

Once completed, please return this form to Jane Fletcher, Nutrition Nurse Specialist, Queen Elizabeth Hospital, University Hospital Birmingham NHS Trust, Metchley Lane, Edgbaston, Birmingham B15 2TH