

DOWNFIELD GOLF 100+ CLUB

PAYMENT INSTRUCTIONS

1. The forms you require for completion are:
 - a. The **Standing Order Mandate (FORM 1)**;
 - b. The **Confirmation of Creation of Standing Order (FORM 2)**.

2. The Standing Order Mandate (FORM1) enables you to create a Standing Order and is necessary for an accurate audit of the 100+Club's accounts. Its completion should be self- evident apart from the following points:
 - a. Completion of the 'Reference' field is required to enable us to identify you in the 100+Club's bank statements and to allocate your unique ticket number or numbers to you. You can use anything you like for example your full name (in case of duplications) or any other name which is unique to you. Take a careful note of this for your own records and for the completion of the Confirmation of Creation of Standing Order.
 - b. The cost of 1 ticket is £5.00 per quarter. You may purchase a maximum of 3 tickets by opting to make quarterly payments of £5 or £10 or £15, as the case may be.
 - c. Complete the Mandate and send or hand in to your bank or if you have Internet banking, complete a Mandate online.
 - d. The Standing Order Mandate will be required to be operational at your bank by 15th of the month which precedes the month that the draw takes place. Otherwise your ticket may not enter the draw until the subsequent draw. (The 1st draw will take place on 15th March 2017 therefore payment by 15th February).
 - e. As soon as we have evidence that your standing order is operational, you will be allocated a number for each ticket purchase, which will be intimated to you, and then your ticket(s) can enter the draw.

3. The Confirmation of Creation of Standing Order form (FORM 2)
Before you lodge that Standing Order Mandate form (FORM 1) with your bank, complete the Confirmation of Creation of Standing Order, ensuring you include your unique reference and other details you inserted in the Standing Order Mandate.

Return this form either by email to dgcfundraisers@gmail.com or to Downfield Golf club office i.e.

Downfield Golf Club Fundraising Group

c/o Downfield Golf Club

Turnberry Avenue

Dundee

DD2 3QP

DOWNFIELD GOLF 100+ CLUB

STANDING ORDER MANDATE *(to be given to your bank)*

Your Bank Name

Bank Address

.....

.....

Please Pay:

Name of bank **Lloyds Bank plc**

For the credit of **Downfield Golf 100+ CLUB**

Sort Code Number **30-98-97**

Account Number **45115368**

Reference *.....

The sum of ****£5** **£10** **£15**

Commencing **15th February 2017**

and thereafter quarterly until further notice in writing and debit my account accordingly.

Account to be debited:

Name

Account Number

Signature

Date

*Insert a reference of your choosing e.g. your name/pet's name/ password ??

** Circle the amount which corresponds to the number of tickets you wish to buy every quarter: 1 ticket=£5; 2 tickets = £10; 3 tickets = £15

DOWNFIELD GOLF 100+ CLUB

CONFIRMATION OF CREATION OF STANDING ORDER

Name

Address

.....

.....

Telephone(s)

Email address

I have lodged with my Bank, a Standing Order Mandate instructing payment to Downfield Gold 100+ Club of the sum of £.....(insert amount) payable quarterly and commencing on(insert full date).

The reference in the Standing Order Mandate is

Signature

Date

Please return this form to:

Downfield Golf Club Fundraising Group
c/o Downfield Golf Club
Turnberry Avenue
Dundee
DD2 3QP

Email: dgcfundraisers@gmail.com