

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 £60 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.
- Either set up the standing order directly with your bank or complete the following Standing Order Mandate and send the original to your bank
- send a copy to Leedam Natural Heritage, 26 Agincourt Square, Monmouth NP25 3BT
- we will record the details and check the incoming payments each month.
- we will issue a certificate of purchase and receipt once payments are complete

Many thanks

Leedam

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 a payment of £60 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 / twenty¹ monthly payments of £ _____ to be paid into the same account

on the _____ day of each month, starting _____ (date)

quoting the reference² _____

The total to be paid is £ _____ (excluding the £60 administration fee)

Signed _____ Date _____

Your Name _____ (CAPITAL LETTERS)

Please send the signed and completed form to your bank.

Send a copy to Leedam, The Market Tavern, 26 Agincourt Square, Monmouth NP25 3BT

Thank you

¹ Delete as appropriate

² Please call us for your unique identifier tel: 01600 716438