

How to set up your standing order

A standing order is a payment you set up to automatically send a fixed amount of money to another bank account on a regular basis. You can set up a standing order, in your banking app, Internet Bank or by visiting your own bank.

What information you need to set up a standing order

- the first and last name of the person or the name of business you're paying
- their 8-digit account number
- their 6-digit sort code
- the payment reference

The bank will need to check that the payment request has come from you. They do this by asking for a combination of your security details such as fingerprint, card reader, your mobile device and any security codes. You will need to check and confirm the details are correct to authorise the payment.

Setting up a payment date

Please use either the **8th** or **25th** of the month to send your standing order payment, plus setting the final payment date. **For example, if you are paying over 5 months your 1st payment is due in June & then the final payment is October 2024 or if over 10 months this is again June to March 2025. Please do not use any other date.**

In your Banking app

A new standing order must be set up by 10pm on the working day before the first payment is due to leave your account.

To set up a standing order in the Banking app:

1. Log into the Banking app.
2. From the menu, choose **Payments & Transfers**.
3. Select **Pay or Move Money**.
4. Choose the account you'd like the standing order to come from.
5. Choose to pay a new or existing payee. If you're setting up a new payee, we can help guide you through that process.
6. Select the person you'd like to pay.
7. Enter how much you want to pay.
8. Select the **standing order** toggle button.
9. Follow the instructions.

Internet Bank

A new standing order must be set up by 10pm on the working day before the first payment is due to leave your account.

To set up a standing order in the Internet Bank:

1. Log in to the Internet Bank.
2. Find the current account you'll use to set up the standing order.
3. Using the dropdown menu on the chosen account, select Set up a regular payment and click Go.
4. Select the person you'd like to pay from the list and press Continue – you may need to use a card reader to set up a new payee.
5. Click on or add details yourself.
6. Follow the instructions.

In Branch

You can set up a standing order in a branch, at least 1 working day before the payment is due to leave your account.

Our Bank details are

Crow Nest Park GC Ltd

Sort Code 05-03-48

Account Number 30212251

In the reference, please put your Surname followed by your Initial

If for whatever reason you are struggling to set up the payment please contact Kelly in the office who will be only too happy to help. This can be done either by e-mailing info@crownestgolf.co.uk or by ringing the office on 01484 401152 (opt2) if not there leave a message on the answerphone and she will contact you.