



3rd Hayling Scout Group

Group Scout Leader: Ian Hawke

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Payment of Subs by Standing Order

Thank you for considering paying your subscriptions by Standing Order. Using this method to pay subs really does help us by reducing the demands on our Leaders at the beginning of each term and also our Treasurer. Many parents already pay their subs this way and they also consider there is a real benefit in not having to worry about subs each term!. Once set up the payment of subs can continue until your child reaches the age of 18 or leaves the Group.

To Request your Bank to set up or change your Standing Order.

Please complete the Standing Order Mandate and send to your Bank.

It is important that you complete the Reference Information with the name of the Scout and Section as this enables us to track the payment by individual.

Please fill this in with a total of £9.00 for each child and add all names to the Reference Section. If you would prefer to use one form for each child then please let me know and I will provide you with these. **First payment of new amount is 15th month following investiture.**

Setting up Online

If you manage your banking online, please can you make the payment date for the 15th of each month. Again the reference Information is important so please ensure that the name of your child(ren) is included.

Bank and branch for recipient:

NatWest, Havant Branch, 23 West Street, Havant. PO9 1EU

Sort Code 60-10-20 Account Number 89625285

Who do I tell that I have set up a Standing order

If you let me (Ian Hawke) know (by email, phone or letter) this has been set up, then our Treasurer will be informed and we will monitor our monthly statements for the payment. There have been instances when for some reason the mandate was not set up and we will let you know as soon as this is identified.

What if my Child Leaves the Group

Standing Orders are the payee's responsibility and we are unable to make changes to them or cancel them. In the past, if, after a few months we notice that the Standing Order is still being paid, we have alerted the families to this and have arranged a refund for the over payment. This will normally happen at the end of the term when we do a control check.

If you have any questions please contact me

Ian Hawke