

BASINGSTOKE TOWN COLTS YOUTH FC

Notes on Payment of Monthly Subscriptions, season 2011-2012

1. Bank standing order is the Club's preferred method of payment for your child's monthly Subscriptions, in 8 equal instalments covering the playing season from September to April.

Besides requiring much less time and effort from managers in collecting the subs (Please do not forget we are all volunteers!), this method ensures a regular flow of income. Although the club is a non-profit making organisation we still have regular expenses to meet for such things as kit & equipment, referee's fees, training pitch hire and upkeep of our Water End ground and clubhouse. Without the regular income from subscriptions we would be unable to pay our suppliers.

2. Please complete all sections of the attached form and **send directly to your bank.** (If you prefer you can use your own banks' standing order form, or set up the instruction via internet banking, but please use the club account details pre-printed overleaf and keep to the payment reference notes set out below).

NB - when completing the 'Payment Reference' section under Payee Details, please use the following format:

'InitialSurnameAgeGroup'

For example, a boy named John Smith playing for the Under 9 Boys would be recorded as 'JSmithU9Boys', while a girl called Lucy Brown playing for the Under 12 Girls would appear as 'LBrownU12Girls'

Quoting your reference in this way will enable the club treasurer to identify your payments on the club's bank statements.

3. Please inform your child's team manager when you have set up your standing order.

4. In the event that your child leaves the club part way through the season, or is unable to play for a prolonged period (for example through injury), then arrangements will be made to refund any subs overpaid.

5. If you are unable to pay by standing order, alternative methods of payment are:

Post-dated cheques – 8 x £16

Lump sum in advance (Cash or cheque) - £128

Pay registration fee and monthly subs in one up-front payment of £148 (*A discount of £5 of normal amount*)

6. If you have any questions regarding the payment of subscriptions please discuss with your child's team manager, or contact club treasurer at treasurer@basingstokecoltsfc.org or by phone as per Colts website.

STANDING ORDER INSTRUCTION

To: _____ Bank / Building Society

Branch name & full address: _____

Please set up the following standing order and debit my/our account accordingly.

Account to be debited

Sort Code (6 digits) _____ **Account No. (Max. 8 digits)** _____

Account Name: _____

Payee Details

Bank: National Westminster Bank Plc

Branch: Basingstoke, Old Market Square

Sort Code: 60-02-49

Account Number: 47276258

Payee Name: Basingstoke Town Colts Youth Football Club

Payment Reference: _____

Payment Details

Amount of first payment: £16.00 **Date of first payment:** 1st September 2011

Amount of regular payment: £16.00 **Amount of regular payment in words:** Sixteen pounds

Frequency of payments: Monthly

Amount of last payment: £16.00 **Date of last payment:** 1st April 2011

Customer signature(s): _____ **Date:** _____

Customer contact telephone number: _____

**ALL SECTIONS MUST BE COMPLETED IN ORDER FOR YOUR BANK TO
PROCESS THE STANDING ORDER**