



SAFE Standing Order Mandate Guidance

We will send you a mandate form and supply SAFE's Bank Details on receipt of your membership application

METHOD 1 (set up using your own bank's procedures)

- A. Set up a Standing Order using Internet or Telephone banking using the bank details we supply
- B. Choose the amount (£5 or £10) depending on your level of membership
- C. Make the amount payable NOW and annually thereafter
- D. Enter your name as any reference, so we can easily identify your payment

METHOD 2 (using the mandate form - please contact us to request this)

- A. In the first section, complete boxes 1 to 5 with the details of your Bank/Building Society, and the account out of which payment is to be taken.
- B. Enter a date for the payment of this year's subscription (or delete and leave "Now"). **If you enter a date** make sure it is at least 2 weeks after the date your Bank/Building Society receives the form, so they have time to process it.

It is therefore preferable to delete the date boxes and choose "Now"

- C. Enter your name where it says "Quoting the Reference". Your name will appear on our Bank Statement against your payment and allow us to easily identify the payment source.
- D. Print the form. Sign and date it in Sections 7 and 8.
- E. Hand over the signed and dated mandate to your bank (and do so as soon as possible if you chose a date in Step B).

Thank you for becoming a member of SAFE and supporting the work it does to improve riding in South-East Wales.

SAFE is entirely run by volunteers - if you can help with publicising SAFE, or with initiating or assisting in carrying through projects in your area to improve facilities, please contact us.

www.safebridlepaths.co.uk