

Madrasa Tajweedul Quran

140 – 142 Garstang Road Preston PR2 8NA
Tel/Fax: 01772 71 60 60 Email: al_ansaar@yahoo.co.uk

Paying by Standing Order – Important Guidelines

Assalamualaykum, Dear Parent,

Please find attached with this letter a standing order form. We want you to do the following:

1. Fill in this form and return it to the Madrasa preferably in a sealed envelope. All forms must be passed on to Moulana Habibullah Munshi or handed into the office.
2. Ensure all parts of the form are filled in and that it is signed by all account holders.
3. Use a black or blue pen. Do not use a pencil or other colours.
4. The reference will be filled in by the Madrasa. PLEASE LEAVE BLANK.
5. **Do not write anything else on the form.** You can write your child's name on the envelope in which you send the form back in.
6. **Please allow at least 10 working days before the first payment date.** Thus if your monthly payment date is the 23rd, we need to receive your form by no later than the 10th of the month.
7. If you want your standing order to “roll throughout the year”, we advise that you set it up for **£35 per child a month**. In this manner your yearly Madrasa contribution will always be paid up.
8. One standing order form is sufficient for all your children.

We advise that you make a photocopy of this standing order form or that you make a note of the payment dates in your diary.

In the meantime if you have any queries please see Moulana Habibullah.

Do not return these guidelines.

Updated: 20/09/11

Standing Order Form - Madrasa Contribution

This standing order is for the following beneficiary: *Madrasa Tajweedul Quran of 140 – 142 Garstang Rd Fulwood Preston Lancashire PR2 8NA*

To:

Bank: (Name & Address)	Bank name:
	Address (as on cheque book):
	Town of your bank:Postcode.....

Name(s) of account holder(s):	
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Account Number:									
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Sort Code:			
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Till further notice, pay from the..... (enter first date here) and then on the..... (enter date, 1st, 6th, 20th etc) of every month the sum of: £..... (write here in figures).

..... (write amount here in words).

Quoting reference: (Madrasa use only)

To the following beneficiary (effective from the date you receive this):

Account Name:	Madrasa Tajweedul Quran
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Account Number:	1	0	1	2	3	0	9	6
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Sort Code:	16	20	16
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Bank:	RBS, 2 Lytham Rd, Preston, PR2 8JB, England, UK
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Signature(s) of account holder(s):

..... Date:.....

Return this to the Madrasa (we will then forward it to your bank).