



# Common Change UK

## Guidance for setting up a regular standing order via your online banking service.

### Why is this a good thing to do?

There are two main reasons to set up a regular standing order

- 1) It puts you in control of your giving, you can easily increase or decrease your regular giving
- 2) Unlike other forms of online giving it incurs no processing fees

### How to do it:

- 1) Log in to your internet banking service and locate the tab/link associated with setting up a new standing order
- 2) You should be asked to fill in the following boxes on your screen:

Account name      **Common Change UK**  
Sort code          **30-96-15**  
Account no.        **36712460**  
Amount of gift:    *For example: £50*  
Frequency of gift: *For example: monthly*  
Date of first gift: *Generally one month in advance*  
Reference:         **See step 3 below**

- 3) Enter a reference:

This unique code will appear against your first donation when it arrives in the Common Change UK bank account. We will use it to identify your donation and match it to your fund.

The reference should be in the following format:

First 3 digits of your first name + first 3 digits of your last name  
+ first 6 digits of your Group name

e.g. John Smith of group 'Old Trafford' would become **JOHSMIOLDTRA**

It may take 4 working days from each donation leaving your bank account until it appears as a credit on your personal Common Change profile.

- 4) Click the 'submit' or 'continue' button.

At this stage you may be asked to re-enter your password, and/or to complete a further security step such as two-step authentication.

If you do not have access to internet banking you may use this guidance to complete the process at your local branch or via a phone banking service if you have one.