



Setting up a Standing Order

Where possible, please set up standing order directly with your bank. This can be done via online banking, telephone banking or by visiting your local branch. Please see below guidance for setting up your standing order online.

Please ensure your 5-digit membership number is used as your reference.

This can be found on the Portal. Logon to the portal, select My Profile from the navigator, then view/edit my details. The membership number is shown in the top right of the page. You can also contact your secretary or Catenian Support Services on 024 7622 4533 for confirmation if you are struggling to find your membership number.

Depending on your bank, once you are logged in to your personal bank account, you should find an option similar to:

- Pay and Transfer
- Standing Orders and Direct Debits
- Move Money
- Manage your Payments

This should bring you to an option to 'Set up new Standing Order'. You will be asked to select a bank account the standing order will be made from. You will then need to enter the below bank details where prompted, along with your membership number as your reference, and confirm. This should then set up your new regular payment which can be monitored and adjusted by you at any time.

CTN ASSOC BURSARY FUND LTD R/C 1081143

Sort Code: **08-92-99**

Account Number: **68346191**

The Co-operative Bank plc