

* Note – This form is required to authorise payments to entities such as tutors, speakers and paying for u3a trips. On completion this form should be emailed to the groups treasurer email or sent to the group’s treasurer’s home address listed in Beacon.

To : Groups Treasurer, groupstreasurer@waterloovilleu3a.org.uk

This is authorisation to make the following payment(s) from our group funds to the recipient / organisation named below for goods / services supplied.

Name :
Amount :
Goods / Services supplied (inc. dates) :
.....
.....

Method of payment (Cheque or BACS)

BACS : (preferred)

Bank account name :
Type of account (personal or business) :
Sort Code :
Account Number :

CHEQUE:

Name (If different from above)
Postal Address :
.....

Any other relevant information :
.....
.....

Approval: (Group Coordinator) :
Group :
Signature :