



# Standing Order request form

Please complete sections 1 to 10 and send the completed form to your bank – Thank you.

To: The Manager

1. \_\_\_\_\_ Bank Limited

\_\_\_\_\_ Branch

\_\_\_\_\_ Full Address

**New Standing Order**

Please pay to:

For credit to the account of:

Sort code:

Account number:

2. And quoting the Council's Housing Rents Reference No:

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3. To commence from: (date)

4. And then: **MONTHLY/WEEKLY** (delete as appropriate)

5. Amount:

Until cancelled by me/us in writing.

The payments under this Standing Order are to be debited;

6. from my/our name(s):  Account  
(BLOCK CAPITALS)

7. Bank Account No:

8. Your name and address: (BLOCK CAPITALS)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Signature(s):

10. Date: