

# Service Charges Standing Order Form

**1** Name \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2** Name of Bank \_\_\_\_\_  
\_\_\_\_\_  
Bank Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3** Bank sort code (on your cheque book)  -

Please pay the **Co-operative Bank, Islington Branch (Sort Code 08-90-33)** for the account of **London Borough of Islington (account number 61068861)**

**4** Total sum of £ (Amount in figures)

**5** Every: **Week\*** / **Fortnight\*** / **Month\***  
(Circle one)

### Special instructions to banks and building societies

1. The reference quoted **must** contain 12 characters with no spaces
2. In case of enquiry please phone 020 7527 4382 / 4393
3. This cancels any previous order in favour of the beneficiary under this reference.

The bank will not undertake to (i) advise the payer's address to beneficiary (ii) make reference to Value Added Tax or other indeterminate element (iii) advise beneficiary of inability to pay (iv) request beneficiary's banker to advise beneficiary of receipt.

**6** Starting on \_\_\_\_\_ (date)  
Until you receive further notice from us in writing

**7** Please quote your service charge account number

S C           /

The reference contains **nine** numerals

Please debit my account accordingly

**8** Bank account to be debited: (your name)  
\_\_\_\_\_

**9** Bank account number  
\_\_\_\_\_

**10** Signature(s)  
\_\_\_\_\_  
\_\_\_\_\_

**11** Date  
\_\_\_\_\_

Send the completed form to:

Homes for Islington  
Accountancy Revenues  
5 Highbury Crescent  
**FREEPOST ND 1684**  
London N5 1BR

**No stamp required**