

Bank Standing Order form

Please complete parts 1 - 11 of the form and send it to the address shown below.

Standing Order Mandate

1 Your Rent account number

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(reference to be quoted, nine numbers starting with 1 or 0)

2

Name _____

Address _____

3

Name of Bank _____

Bank Address _____

Please pay the **Co-Operative Bank, Islington Branch (Sort Code 08-90-33)** for the account of **London Borough of Islington (account number 61068858)**

4

The sum of (amount in figures)

£

5

Every: Week* / Month* (* Circle one)

6

Starting on (Date)

Until you receive further notice from me / us

7

Name(s) of Account Holder(s)

8

Bank Sort Code

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9

Bank Account Number

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10

Signature(s)

11

Date



Payments made by Bank Standing Order will be credited to your rent account within 3 days of payment

Send the completed form to:

Freepost RLUX-CEKU-ZRBC
Accountancy Revenue
Homes for Islington
5 Highbury Crescent
LONDON
N5 1RN

No stamp required

Special instructions to banks and building societies

1. The reference quoted **must** contain 9 digits with no spaces
2. In case of enquiry please phone **020 7527 4382**
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.