

# 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 service charges account number**

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(reference to be quoted, nine numbers starting with 4)

**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 61068861)**

**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 service charge account within 3 days of payment

**Send the completed form to:**

Freepost RRJZ-BYEJ-EXGZ  
Homes for Islington  
Home Ownership Services  
50 Isledon Road  
LONDON  
N7 7LP

**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 7715 / 7720
- 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.