

HOUSING SERVICES Head of Service: Olga Clayton
Cunninghame House, Irvine KA12 8EE
Tel: 01294 324600 Fax: 01294 324624

Our Ref: 06/OC/SD/JF

If telephoning please ask for **The Rent Accounting Team**
(01294 324603)

Dear Sir/Madam,

MONTHLY STANDING ORDER

Please find enclosed a Standing Order form, as requested. Complete the attached form, following the instructions detailed below.

1. Enter your bank account number, house reference number and your surname. The reference number appears on the right hand side of your rent card.
2. Enter the amount to be paid monthly in **WORDS** and **FIGURES**. This will be **DOUBLE** the fortnightly charge on your rent card, **LESS ANY REBATE**. Each payment should be made on the 1st of the month.
3. Enter the month in which payment is to commence, if not already on form.
4. Enter your name, address, signature and date.

IF THERE IS ANY CHANGE IN YOUR RENT REBATE AT ANY TIME YOU MUST TELL THE RENTAL SECTION, AS A NEW STANDING ORDER FORM MUST BE COMPLETED. YOU MUST ALSO ENSURE THAT YOUR RENT ACCOUNT IS UP TO DATE BEFORE YOU START PAYING BY STANDING ORDER.

If you decide to cancel your Standing Order, you must inform the Rental Section in writing.

When you have completed the form, **SEND PART 1 TO YOUR BANK AND PART 2 TO HOUSING SERVICES, NORTH AYRSHIRE COUNCIL, 5TH FLOOR, CUNNINGHAME HOUSE, IRVINE, KA12 8EE.**

Yours faithfully,



Jean Faddes
Team Leader – Rent Accounting

NORTH AYRSHIRE COUNCIL - STANDING ORDER RENTS - MONTHLY

PART 1. TO BE COMPLETED AND SENT TO YOUR BANK

To The Manager

Name of Bank

Address of Bank

1. Please make the payment stated below and debit my/our Account No.

* Details to be quoted on payment advice: **Payment Reference No:**

Tenants Name:

*** (THIS INFORMATION MUST BE QUOTED BY THE BANK ON ALL PAYMENTS)**

Name of Payee: North Ayrshire Council
Housing Rents Account No. 30443706

2. Bank and branch to which payment is to be made: Clydesdale Bank PLC, Code 82-65-22,
151 High Street, IRVINE.

Amount in words £.....

3. Date of payments: 1st day of each month. Commencing 1st 2010 until
further notice.

THIS CANCELS MY PREVIOUS STANDING ORDER FOR RENT

4. Name

Address Signature

..... Date

**PART 2. TO BE COMPLETED AND RETURNED TO NORTH AYRSHIRE COUNCIL,
HOUSING SERVICES DEPARTMENT, 5TH FLOOR, CUNNINGHAME HOUSE,
IRVINE, KA12 8EE.**

Name of Bank.....

Address of Bank.....

Bank Account No.

This is to certify that I have instructed my bank to pay £..... to you on the 1st day of each
month commencing 1st 2010 until further notice.

Payment Reference No:

Name

Address Signature.....

..... Date