

**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,

**WEEKLY STANDING ORDER**

Thank you for your recent request for a Standing Order form. Please complete the attached form, following the instructions detailed below.

1. Enter your bank account number, house reference number and your surname. The payment reference number appears on the right hand side of your rent card.
2. Enter the amount to be paid weekly in **WORDS** and **FIGURES**. This will be **HALF** the fortnightly charge on your rent card, **LESS ANY REBATE.**
3. Enter the date in which payment is to commence, if not already on the 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 - WEEKLY**

**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, KA12 8AB.

Amount in words ..... £.....

3. Date of payments: Friday of each week, commencing.....2010  
until further notice.

**THIS CANCELS MY PREVIOUS STANDING ORDER FOR RENT**

4. Name: .....

Address: ..... Signature.....

..... Date.....

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**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/our bank to pay £..... to you on  
Friday of each week, commencing.....2010 until further notice.

**Payment Reference No:**.....

Name: .....

Address: ..... Signature.....

..... Date.....