

Standing Order Form

Instructions to your bank or building society



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

1. Details of the account where payments will come from

Account Name

Account number

Sort Code

2. Details of account where payment will be sent to

Account Name

Name of bank

Reference (to be used for each payment)

This should be your 7-digit rent payment reference number

Branch

Account number

Sort Code

3. Payment details

Regular amount (in figures)

Date of first payment

Either

Date of final payment

Or

Number of payments

Or

☐ **Continue payments until cancelled by me/us – mark box with an X**

Frequency

Choose 1 option by marking one of the boxes with an X

☐ Weekly ☐ Monthly ☐ Quarterly

☐ 6 monthly ☐ Annually

For weekly payments choose a day of the week

☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday

If you would like any other frequency, please specify the payment date required (e.g. 21st)

4. Special Instructions

Please mark one of the boxes with an X, if either the first or final payment amount, is different from the regular amount

☐ First

☐ Final

Amount of first or final payment if different from regular payment

Signature

Signature (if Joint account)

Date