

PHYSICAL ENVIRONMENT

Head of Service: Yvonne Baulk

Housing Headquarters

3rd Floor, Cunninghame House, Irvine KA12 8EE

Tel: 01294 324603 Fax: 01294 324624



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Our Ref: 06/JF

If telephoning please ask for: Business Planning Team (01294) 324603

Dear Sir/Madam,

FORTNIGHTLY 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, payment reference number and your name.
2. Enter the amount to be paid **fortnightly** in words and figures.
3. Enter the date 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 Housing Benefit at any time, you must tell the Rent Accounting Team, as a new Standing Order form must be completed.

Please note that your rent account should be clear before you start paying by Standing Order. If you are in arrears with your rent, please contact your Area Housing Office to make an arrangement, before completing the mandate.

If you decide to cancel your Standing Order, you must inform the Rent Accounting Team in writing.

When you have completed the form, **SEND PART 1 TO YOUR BANK AND PART 2 TO HOUSING SERVICES, NORTH AYRSHIRE COUNCIL, 3rd FLOOR, CUNNINGHAME HOUSE, IRVINE, KA12 8EE.**

Yours faithfully,

A handwritten signature in black ink that reads "J. Faddes".

Jean Faddes
Co-ordinator Business Planning (Rental)

NORTH AYRSHIRE COUNCIL - STANDING ORDER RENTS - FORTNIGHTLY

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 fortnight, commencing 2021
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, 3RD FLOOR,
HOUSING SERVICES DEPARTMENT, 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 fortnight, commencing2021 until further notice.

Payment Reference No:

Name:

Address:

Signature Date