

Please complete in **BLOCK CAPITALS**.

To _____ (your bank/building society name and address)

Please set up the following standing order and debit my/our account accordingly
1. Your details

 Account name(s): _____ Account number:

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 Account holding branch: _____ Sort code:

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Your address: _____

2. Payee details

 Name of person or organisation you are paying:

H	U	L	L		C	I	T	Y		C	O	U	N	C	I	L	
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 Payment reference - this will appear on your bank statement. You need to supply your rent payment account number in the following boxes; this is 10 digits and can be found at the top right corner of a rent statement, on a rent notification letter issued every March or on your self-serve online account:

0	0	0	0	0	8	0	0											
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 Sort code – this is the bank code of the person or organisation you are paying:

6	2	1	1	7	9
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 Account number – this is the account number of the person or organisation you wish to pay:

0	0	0	0	0	0	0	0	0	0
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3. About the payment

 How often are the payments to be made (*please mark a box*)
 Weekly Two weekly Four weekly Monthly
Amount details

 Date and amount of first payment (*please allow 3 working days from receipt*)

d	d	m	m	y	y
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 £

				.		
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Please choose one of the following options:

 1. Payment until further notice (*please mark the box*)

 2. Date and amount of final payment (*for an arranged fixed time*).

d	d	m	m	y	y
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 £

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4. Confirmation

 Customer signature(s)

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 Date

d	d	m	m	y	y
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Please return this form directly to your bank/building society.