![Hull City Council logo] **Hull** City Council

Standing Order Instruction

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: ☐☐☐☐☐☐☐☐

Account holding branch: _____   Sort code: ☐☐☐☐☐☐

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 |

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 | | | | | | | | |

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

| 6 | 2 | 1 | 1 | 7 | 9 |

Account number – this is the account number of the person or organisation you wish to pay:

| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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 | £ | | | | . | | |

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 | £ | | | | . | | |

4. Confirmation
Customer signature(s)

| | |

Date | d | d | m | m | y | y |

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

THIS ORDER CANCELS AND IS IN SUBSTITUTION for any existing standing order in favour of the Hull City Council quoting the same reference number
PMT Feb 17