



Instruction to your Bank or Building Society to pay by standing order.

My Bank: _____

My Banks Postal Address: _____

Please pay by Standing order, cancelling any previous instructions regarding this payee.

Please Debit: (to be completed by the tenant)

Sort Code: _____

Account number: _____

Account Name: _____

Amount (Figures): _____

Amount (Words): _____

NARRATIVE CODE: _____

Please Credit: (to be completed by the Agency)

Sort Code:

Account number:

Account Name:

Date of First Payment:

Date of Last Payment:

Payment Due Day: _____ of every month

Frequency: _____ monthly

Until further notice or date of last payment and debit my account accordingly:

Signed: _____

Date: _____

FOR OFFICE USE ONLY:-

Tenant Name: _____

Property Address: _____