

# Paying your Rent

by Bank Standing Order

## Bank Standing Order form



# ISLINGTON

Please complete parts 1 - 11 of the form and send it to the address shown below.

Standing Order Mandate

**1** Reference (Your Rent Account number)

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(reference to be quoted, nine numbers starting with 1 or 0)

**2**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**3**

Name of Bank \_\_\_\_\_

Bank Address \_\_\_\_\_

\_\_\_\_\_

Please pay **Barclays Bank,**  
Sort Code **20-00-00**  
account number **83619060**  
London Borough of Islington Housing Rents a/c  
**quoting 9 digit reference in part 1 above**

**4** The sum of (amount in figures)

£ \_\_\_\_\_

**5** Every: Week / Fortnight / Month (Circle one)

**6** Starting on (Date)

Until you receive further notice from me / us

**7** Name(s) of Account Holder(s)

\_\_\_\_\_

**8** Bank Sort Code

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**9** Bank Account Number

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**10** Signature(s)

\_\_\_\_\_

**11** Date



Payments made by Bank Standing Order will be credited to your service charge account within 3 working days of payment

**Send the completed form to:**

Freepost RTHU-RRTZ-XRLS  
Income Control DD  
London Borough of Islington  
Northway House  
257 Upper Street  
LONDON  
N1 1RU

**No stamp required**

### Special instructions to banks and building societies

1. The reference quoted must contain 9 digits with no spaces
2. In case of enquiry please phone **020 7527 5162**
3. This cancels any previous order in favour of the beneficiary under this reference.

The bank will not undertake to

- (i) advise the payer's address to beneficiary
- (ii) make reference to Value Added Tax or other indeterminate element
- (iii) advise beneficiary of inability to pay
- (iv) request beneficiary's banker to advise beneficiary of receipt.