

# STANDING ORDER MANDATE

Please complete the form below and send to your bankers. Should any change occur in the amount of rent payable, please remember to adjust the amount of your standing order. If you should change address, the Housing Reference Number must be amended.

Department of Environment and Housing

## Standing Order Mandate (all boxes must be completed)



### CUSTOMER DETAILS

Account Name

Bank/Building Society and Branch Name

Account Number

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Sort Code

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### COMPANY DETAILS

Name of Person/Organisation LEEDS CITY COUNCIL

Bank and Branch Name NATIONAL WESTIMSTER BANK, 8 PARK ROW, LEEDS, LS1 1QS

Account Number

0	0	0	0	0	0	0	0
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Sort Code

5	7	1	2	7	2
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Rent account reference

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(shown on your rent card eg 123456780)

### PAYMENT DETAILS

Amount of first payment (if different) £

Amount of normal payment £

Amount of normal payment in words

Day or date of payments

Frequency  
(eg weekly, monthly)

Commencing

	/		/	
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Total number of payments

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or Expiry date

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### CONFIRMATION

**I/We acknowledge the Bank will not undertake to:**

- a. make any reference to Value Added Tax or other indeterminate element
- b. advise payer's address to beneficiary
- c. advise beneficiary of inability to pay
- d. request beneficiary's banker to advise beneficiary of receipt

**Customer(s) Signature(s)**

**Date**