

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 Neighbourhoods and Housing Standing Order Mandate (all boxes must be completed)

### CUSTOMER DETAILS

Account Name:	
Bank/Building Society and Branch Name:	
Account Number:	Sort Code:
<input type="text"/>	<input type="text"/>

### COMPANY DETAILS

Name of Person/Organisation:	<b>LEEDS CITY COUNCIL</b>
Bank and Branch Name:	<b>NATIONAL WESTMINSTER BANK, 8 PARK ROW, LEEDS, LS1 1QS</b>
Account Number:	Sort Code:
<input type="text"/>	<input type="text"/>
Rent Account Reference:	<input type="text"/>

### PAYMENT DETAILS

Amount of First Payment (if Different) £	Amount of Normal Payment £
Amount of Normal Payment in Words:	
Day or Date of Payments:	Frequency (e.g. weekly, monthly):
Commencing: ___/___/___	
Total Number of Payments <input type="text"/> or Expiry Date ___/___/___ or Until Further Notice <input type="checkbox"/>	

### CONFIRMATION

<p><b>I/We acknowledge the Bank will not undertake to:</b></p> <p>a. make any reference to Value Added Tax or other indeterminate element</p> <p>b. advise payer's address to beneficiary</p> <p>c. advise beneficiary of inability to pay</p> <p>d. request beneficiary's banker to advise beneficiary of receipt</p>	Customer(s) Signature(s):
	Date: ___/___/___