

# Standing Order Mandate.



### Instructions

Please use black ink. Make sure that you print your bank details clearly.

**Send this form directly to your bank.**

**N.B:** The BANK should not insert any characters before or after the payment reference number as it delays the payment going directly into the tenant's rent accounts.

<b>Bank to receive payments.</b> National Westminster Bank Plc 10-12 South Street, Romford. RM1 1RD  Sort Code: 62-29-17	<b>Account to be credited</b> London Borough of Havering  A/C NO: 14871890 (Housing NO4)  Ref: <input type="text"/>	<b>Your Payment reference number</b>
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Date of payment	Amount
Starting <input type="text"/>	<input type="text"/>
(Please tick one <input checked="" type="checkbox"/> )	
Monthly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>
	Weekly <input type="checkbox"/>

**Name and address as on your bank account – please print clearly**

Name.....

Address.....

.....

.....

Signature(s)..... &.....

Your Bank account number:.....

Your bank sort code:.....