STANDING ORDER MANDATE TO YOUR BANK/BUILDING SOCIETY FOR PAYMENT OF RENT (and any Service Charges)

Rent Accounts
Business Hub 11
Marischal College
Broad Street
Aberdeen AB10 1AB

Tel: (01224) 070090
www.aberdeencity.gov.uk

Name……..

Address……

……

…… Postcode ……

Please complete all relevant sections of this form and forward it DIRECT TO YOUR BANK or BUILDING SOCIETY WITHOUT DELAY.

Please allow up to 5 working days for Standing Order payments to be receipted into your Rent Account.

1. Rent (and any Service Charges) Payment Reference

2. Bank/Building Society Account Number

3. Sort Code

	-	-

4. Amount of payment

Please pay the initial sum of £ ***on …… / …… / 20…., followed by***

£	Weekly	Fortnightly	Monthly

on the same day of each period starting from …… / …… / 20……

5. Instruction to your bank or building society:

Please pay to the Virgin Money, Principal Branch, 1 Queens Cross, Aberdeen, AB15 4XU.
Sort Code 82-60-11
Account No. 40009032
Aberdeen City Council

The above sum as agreed on the same day each period. <u>Please quote the reference number displayed in section 1.</u>

Please debit the cost including any charge to my account.

Signature …… Date …….