

PAYMENT OF CHARGES (AND/OR ARREARS) BY STANDING ORDER 2013-2014

You will be required to complete and submit this standing order request **to your bank** as a matter of urgency in order to set up the standing order payments.

Please note that a standing order payment will usually take 3-5 working days to be credited to your account.

Please also note that standing order payments remain in the control of the bank account holder and it will be the responsibility of the account holder to maintain any amendments to the standing order payments, for example, rent free weeks, etc; Gosport Borough Council will not refund for any overpayments on standing orders.

Should you wish to take up this standing order, please advise the Income Recovery Department by telephone on 02392 54 5067 or by letter at your earliest convenience. It would also be advisable to contact the Income Recovery Team a week or so after the first standing order has been paid from your bank account to check that the standing order has been set up correctly.

To: The Manager, Bank/Building Society

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From:

CUSTOMER BANK SORT CODE :

CUSTOMER ACCOUNT NAME :

CUSTOMER ACCOUNT NUMBER :

STANDING ORDER FOR PERIODIC PAYMENT

Please pay a standing order in respect of rent due to Gosport Borough Council to National Westminster Bank Plc, Head Office Collection Account

Bank Reference

57-81-43 - 00000000
BOROUGH OF GOSPORT
No account number required

Council Rent Reference

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First payment of £_____ due on _____, and then _____ due **weekly/fortnightly/monthly** (delete as appropriate) on _____ of each week/fortnight/month (delete as appropriate) thereafter until further notice.

Signed.....

Dated