

Standing Order Form

(for Service Charges only)



Instructions to your bank or building society

If you wish to pay your Service Charges by Standing Order, please complete the instruction below and forward to your own bank.

Please complete in BLOCK CAPITALS.

Enter your Details

Your Name:

Your Address:

Enter your Bank Account Details

Bank Name:

Account Number:

Bank Address:

Sort Code:

Please Pay

Virgin Money
1 Causeyside Street
Paisley, PA1 1BH

Account: Renfrewshire Council
Account Number: 20037109
Sort Code: 82-54-04

Your Payment Details

How often are payments to be made?

Monthly/4 weekly/Fortnightly/Weekly (please delete as appropriate)

Amount to Pay:

£

(please enter the amount to pay each period)

Service Charge Reference number:

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(Please enter your Service Charge Reference number found on your Service Charge notification letter)

This instruction cancels any previous order in favour of Renfrewshire Council for Service Charges.

Confirmation

Your Signature

Date:

BANK GIRO CREDIT

If you currently pay your rent by Bank Giro Credit, or wish to pay by Bank Giro Credit, please complete a Bank Credit slip at your bank with the undernoted information.

Bank: Virgin Money
Sort Code: 82-54-04
Account: 20037109 (Renfrewshire Council)

Your Service Charge Reference Number:.....