

# MONTHLY STANDING ORDER MANDATE (Sept – Jun)

Please complete form & return with your completed tenancy application form.  
We will submit the form to your bank 14 days before the first payment is due.

<b>SECTION 1</b>		<b>Complete this section in full</b>	
TO	<input type="text"/>	<b>X</b>	Your bank/ building society
ADDRESS	<input type="text"/>		<b>X</b>
	<input type="text"/>		<b>X</b>
POSTCODE	<input type="text"/>	<b>X</b>	
Leave blank – office use only			
PLEASE PAY	BENEFICIARY BANK	BRANCH TITLE	SORTCODE
FOR THE CREDIT OF	BENEFICIARY ACCOUNT NAME	ACCOUNT NUMBER	
<b>SECTION 2</b>		<b>Complete this section in full</b>	
COMMENCING	FIRST PAYMENT DATE	<input type="text"/>	
THE SUM OF	AMOUNT IN FIGURES	AMOUNT IN WORDS	
£	<input type="text"/>	<input type="text"/>	
THEREAFTER	COMMENCING	FREQUENCY	DAY OF THE MONTH
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Monthly or Quarterly		
	AMOUNT IN FIGURES	AMOUNT IN WORDS	
£	<input type="text"/>	<input type="text"/>	
	Amount if different from first payment sum		
UNTIL	LAST PAYMENT DATE	AMOUNT IN FIGURES	
	<input type="text"/>	<input type="text"/>	
QUOTING THE REFERENCE	<input type="text"/>	<input type="text"/>	Enter Surname
Please cancel any previous standing order in favour of the named beneficiary, under this reference			
<b>SECTION 3</b>		<b>Complete this section in full</b>	
NAME OF ACCOUNT TO BE DEBITED	<input type="text"/>		
	<b>X</b>		<b>X</b>
	SORTCODE	ACCOUNT NUMBER	
	<input type="text"/>	<input type="text"/>	
SIGNATURE (S)	DATE		
<input type="text"/>	<input type="text"/>		
	<b>X</b>		<b>X</b>