***Environment Department***
***Director of Environment: Andrew Cahill***

***Head of Environment ( Strategic Services): Phil Daws***
**211 Main Street, Barrhead, G78 1YF**
Phone: 0141 577-3664/3707
Fax: 0141 577-3702
Please ask for : Rents Team
E-mail : rents@eastrenfrewshire.gov.uk

Date:

| | |
|---|---|
| | Subject Address: |

Dear Sir/Madam,

Please find attached a Standing Order Mandate which you should complete and send to your Bank.

If you have a separate payment arrangement in place this amount must be added to your rent charge.

If you require any assistance in completing this mandate, please do not hesitate to contact my office at the numbers listed above.

Yours faithfully,

**Head of Environment (Strategic Services)**

**STANDING ORDER MANDATE**

**If you wish to pay by Standing Order please complete this form.**

Fill in the name and address of your Bank/Building Society, and your account number.

**To: The Manager**

| | |
|---|---|
| **Your account No.** | |

| | |
|---|---|
| **Your sort code:** | |

Sign and date this mandate and send the completed form to your bank/building society.

**Signed**

**Please pay to The Clydesdale Bank, 227 Fenwick Road, Giffnock - Sort Code 82-63-25** for the account of **East Renfrewshire Council, Account No. 40573178,** the sums shown below and debit my Account number shown on this form accordingly.

| | |
|---|---|
| Please quote this Reference Number on all payments: | |
| The Sum of | £ |
| First payment date Thereafter Monthly /Fortnightly / weekly. *Delete as appropriate | |

**TO PAY FORTNIGHLY – MULTIPLY CHARGE X 2**
**OR TO PAY MONTHLY – MULTIPLY CHARGE X 4**

Please complete Bank Details and fill in the payment amount of the Standing Order along with the start date. Delete the appropriate Standing Order frequency and ensure that you cancel any existing Standing Order that you have in place for your rent.

**Date**