

John P Lee, Chief Executive  
Your Homes Newcastle  
Income Section  
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## Standing Order Mandate

To the manager of ..... Bank/Building Society

Please pay: **Co-operative Bank Plc**  
**Newcastle Upon Tyne**  
**Sort Code: 08-90-06**  
**Account number: 61145043**

The sum of ..... commencing .....(date) and thereafter every.....

Name of Bank/Building Society Account holder .....

Sort Code

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Account Number

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Rent account to be credited (see rent card)

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Name.....

Address.....

Signature(s) ..... Date.....

This instruction supersedes any previous order in favour of the beneficiary named above under this reference.

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I have arranged for my rent to be paid by Standing Order with effect from ..... (date)

The amount will be ..... every week/fortnight/four weeks/calendar month.

Name .....

Home address .....

Rent account to be credited (see rent card)

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***\*Please read attached notes before submitting this form***

1. As a tenant, or former tenant, of Newcastle City Council, you can arrange to have payment of rent (plus arrears if appropriate) made by Standing Order from your bank or building society account.
2. In order to do this you must complete the mandate overleaf, which is in two parts. You must submit the top part to your bank. The bottom part should be returned your local Your Homes Newcastle office.
3. If you wish to pay rent other than on a weekly basis, for example fortnightly or monthly, these payments must be made in advance.
4. It is your responsibility to notify your bank of any increase in rent or service charge, that you will be advised of.
5. Payment of rent by standing order is a voluntary arrangement on the part of the tenant and can be terminated at any time.
6. This mandate cannot be used for standing order payments through the National Giro Bank.