

# STANDING ORDER INSTRUCTION

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Please complete the form below and ensure it is passed to your bank. Should any change occur in the amount of rent payable please remember to adjust the amount of your standing order. If you change address the Rent Account Reference number must be amended.

Income Team - Oxford City Council

☎ 01865 249811 ✉ rentssteam@oxford.gov.uk

## Standing Order Instruction (all boxes must be completed)

### CUSTOMER DETAILS

|                        |           |
|------------------------|-----------|
| Account Name/s:        |           |
| Bank/Building Society: |           |
| Account Number         | Sort Code |

### RECIPIENT DETAILS

|                        |   |  |
|------------------------|---|--|
| Organisation           | OXFORD CITY COUNCIL GENERAL FUND                    |  |
| Bank                   | BARCLAYS BANK, 90-93 BROAD STREET, READING, RG1 2AP |  |
| Account Number         | Sort Code   |  |
| Rent Account Reference |   | shown on your rent card<br>e.g. 9000123456 |

### PAYMENT DETAILS

|   |                                   |
|---|-----------------------------------|
| Amount of first payment (if different): | Amount of normal payment:         |
| Amount of normal payment in words:      |                                   |
| Day or date of payments:                | Frequency (e.g. weekly, monthly): |
| Commencing:                             |                                   |
| or expiry date:                         | or until further notice:          |

|                          |   |
|--------------------------|---|
| Customer(s) Signature(s) |   |
| Date                     | Please cancel any previous instructions in favour of the Beneficiary name above under this reference only |