



**Moray Council**  
Environmental Services

Housing & Property  
PO Box 6760  
Elgin  
IV30 1BX

Telephone 0300 1234 566

## STANDING ORDER FORM – HOUSE RENT

<b>Tenant's Name &amp; Address:</b>	Credit to Moray Council account number 00111513, sort code 80-06-66  <b>Instruction to Bank/Building Society.</b>
<b>Tenant's Bank Name &amp; Address:</b>	Please pay the sum of £ _____ on _____ and thereafter, every _____ day of each week/month the sum of £ _____ ceasing after the _____ /until further notice.
<b>Tenant's Sort Code:</b>  <b>Account Number:</b>	Please quote payment reference each time, exactly as quoted (including hyphens):  <b>Pay Ref:</b> ____ - ____ - ____ - ____  <b>Please cancel any existing standing orders with the same payment reference</b>
<b>Name (s) of Account Holder (s)</b>	<b>Signature of account holder:</b>   <b>Date:</b>

**PLEASE RETURN THE COMPLETED FORM TO THE ABOVE ADDRESS**

For office use only  Rent period £        x        collecting weeks = £ Add arrears/Deduct prepayment = £  Total payable = £	Instalments being:	
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