



# Catalyst Housing

### Catalyst Housing Ltd PAYMENT BY STANDING ORDER

Please complete and sign the mandate below and send it direct to your Bank.

The way to calculate the amount of a monthly payment is to multiply the weekly gross rent by 52 (weeks in the year) and divide by 12 (months in a year). Your monthly rent will be due in advance on the first day of each month.

Please ensure you enter your rent reference number in the reference number box to ensure payments will be automatically credited to your rent account.

The other alternatives of payments are by direct debits and Allpay cards. You may find that direct debit is a more convenient method of payment as you do not have to issue a new standing order instruction to your bank each year when your rent changes. We also offer a direct debit incentive for regular payers. Please contact your Neighbourhood Manager or your Customer Services office for more details and for a direct debit form.

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Instruction to your Bank or Building Society to pay by Standing Order

<b>To: The Manager</b>	<b>Bank/Building Society</b>
<b>Address</b>	
	<b>Postcode</b>

Branch Sort Code

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Bank Building Society account number

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On the .....day (enter 1<sup>st</sup>, 2<sup>nd</sup> etc) of ..... (enter month) 20.....(enter year). Please pay amount (£).....

Followed by regular payments of (£)..... On the same day of each month\*

\*Until you receive further notice from me/us in writing

Quoting the rent reference number:

PLEASE CREDIT THE ABOVE AMOUNTS TO NATIONAL WESTMINSTER BANK PLC  
SORT CODE 60-07-10 ACCOUNT NUMBER 18466176 – CATALYST HOUSING LTD RENT ACCOUNT

PLEASE CANCEL ANY PREVIOUS INSTRUCTION IN FAVOUR OF THE BENEFICIARY NAME ABOVE UNDER THIS REFERENCE

<b>Signature(s)</b>