

**INSTRUCTION TO YOUR BANK TO SET UP YOUR STANDING ORDER
PAYMENTS TO PAY TOWARDS YOUR SERVICE CHARGES OR MAJOR WORKS**

Your Bank Name								
Your Bank Address								
Your Bank Post Code								
Your Bank Account Name								
Your Bank Account Number								
Your Bank Sort Code			-			-		

PAYMENT DETAILS

Please pay the "London Borough of Tower Hamlets" one instalment of					£
Followed by		Instalments of	£	Total Amount	£
Frequency of Payment			Monthly		
First Payment Date					
Last Payment Date					

PAYEE DETAILS

BANKERS	National Westminster Bank Plc							
BRANCH	161 Bow Road, London, E3 2SG							
ACCOUNT NUMBER	7	5	6	6	7	2	6	6
SORT CODE	6	0	-	0	3	-	1	9
QUOTE REF*								

*Please quote the **11 Digit Invoice number only.**

SIGNATURE		DATE	
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Leaseholder Name(s):	
Property Address:	
Account Number:	

**PLEASE SEND OR TAKE THIS FORM TO YOUR BANK TO SET UP THE
STANDING ORDER.**

THIS CAN ALSO BE DONE THROUGH YOUR ONLINE BANKING OR TELEPHONE
BANKING. FOR MORE INFORMATION, PLEASE REFER TO THE BACK OF YOUR
INVOICE.