



Rents Unit, Housing Dept,
Cavan County Council
Courthouse, Farnham
Street Cavan H12 R6V2
T: 049 4378303/4378300

E: housingrents@cavancoco.ie

Comhairle Contae an Chabháin

W: www.cavancoco.ie

REQUEST FOR STANDING ORDER

NAME & ADDRESS OF BANK _____

Please charge to my/our Bank Account No. _____ and pay to Cavan County Council:

Bank of Ireland No: 17684891, Sort Code 90-32-93

IBAN: IE05 BOFI 9032 9317 6848 91

BIC: BOFIE2D

Reference: _____ (Important; Only this Rent Account number/ Customer Account ID must be included as reference so that payment reaches your rent account)

the sum of € _____ **weekly/monthly*** commencing _____, in respect of **Cavan County Council Rent Account reference as above.** My/Our Account will contain sufficient funds to enable each payment to be effected in due course.

Signed: _____

Address: _____

Date: _____

N.B. Please submit to your Bank and a copy to the Housing Section, Courthouse, Cavan. Alternatively, the standing order can be set up via online banking using the details as above. If the payment is in respect of Rent, please note that you will need to complete a new form when a Rent Review takes place. Forms are available from the Housing Section @ 049 4378300 (Housing / Rents)

***Delete as appropriate.**

Please allow 5 working days prior to the first payment due date.



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Standing Order Advice Sheet

1. Complete the Standing Order form and submit directly to your bank. Alternatively, the standing order can be set up via online banking using IBAN and BIC overleaf. The reference must be your Customer Account ID only.
2. The Housing Department cannot submit/amend your Standing Order
3. Until your weekly Standing Order is in place with your bank, you can avail of the following payment options to ensure your weekly rent is paid.
 - At Customer Services Desk (**Customer Account ID required**).
 - **Address: Ground Floor, Johnston Centre, Farnham Street, Cavan H12 C9K1**
 - **Telephone: 049-4378300**
 - **BillPay Card** in any Post Office or any shop displaying the sign to pay your weekly rent. Your local **POSTPOINT** shop can be located on www.anpost.com/Store-Locator (BillPay service)
 - **Pay Online** via the online payment system called **MyCoCo** which offers many advantages including statements, receipts and access to Rent account balance. You will be required to register on the MyCoCo Customer Portal to make payments. Please contact the Rents Unit, Housing Department, Cavan County Council at housingrents@cavancoco.ie for online PIN.
4. Please check your bank account weekly. If you notice a payment was not made as there was a lack of funds in the account to meet the Standing Order, you must make other arrangements to pay the weekly rent – please see point 3
5. If you change your bank provider, please ensure you set up your Standing Order immediately. The reference must be your Customer Account ID only.
6. If you submit your Standing Order with the incorrect reference number, the Rents Unit will ask you to submit the following:
 - Current bank statement with your name, address, IBAN and BIC number showing all transactions in relation to rents payments.
 - Evidence of the incorrect reference number submitted originally.

If you require any further guidance, please contact the Rents Unit, Housing Department directly on 049-4378300 / 049-4378303