

Housing Benefit and Council Tax Support Payment to landlord BACS Form



Guidance to Housing Benefit claimant

In some situations we can't pay Housing Benefit directly to you, and we need to pay directly to the landlord.

Give this form to your landlord to complete, so that we can pay your Housing Benefit as soon as possible.

The form needs to be signed by the landlord.

Guidance to Landlord

To pay Housing Benefit directly into your bank or building society we need you to complete and sign this form.

When we receive this form we'll be able to pay your benefit into your account by BACS (Bankers Automated Clearing System).

How to return this form to us

You can return a completed form by the following routes:

- For new Housing Benefit claimants by uploading evidence with your online form (you can also come back to do this after you have submitted your online form).
- You can take evidence to one of our offices and we can help you upload it to your claim.
- Send to us at benefits@royalgreenwich.gov.uk or Advice and Benefits Service, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE18 6HQ.

For any queries email benefits@royalgreenwich.gov.uk or call 0208 921 4900.

FOR OFFICE USE ONLY

BACS Application Checked by: _____ (Benefits Officer)
BACS Application Authorised by: _____ (Performance Manager)
_____ (SMT)

For Payment Control Use Only

Landlord Ref: Creditor Ref:

Actioned by: _____ Actioned on: ____/____/____

Tenant's Details

Tenants Name: _____

Tenants Address: _____

Postcode: _____ Tel: _____

Account Reference: _____

Landlord's Details

Landlord's name: _____

Landlord's address: _____

Postcode: _____ Tel: _____

Bank/Building Society Details:

Landlord's Bank/Building Society Name: _____

Bank/Building Society Address: _____

Account holder's Name: _____

Bank/Building Society Account No:

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Bank/Building Society Sort Code:

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Declaration

- I agree to accept any Housing Benefit due to the above tenant from Royal Greenwich and understand that I must tell the Revenues & Benefits Service (in writing) of:
 - Any changes in the household. Examples of changes you must tell us about: rent, if a tenant moves out or changes rooms, tenancy agreement.
 - Any changes to my Bank/Building society account details
 - Any changes to your name and address
- I understand that I may be asked to repay any Housing Benefit that is overpaid to me, which the tenant is not entitled to.
- In certain cases the Borough may use its discretion to refuse direct payments.

It is important that you inform the Advice & Benefits Service immediately if your bank or building society account details change in any way.

Landlord's signature: _____

Date: ____ / ____ / ____