

**TENANTS BACS APPLICATION**

**Return to: Advice & Benefits Service**  
**The Woolwich Centre, 35 Wellington Street, London SE18 6HQ**

**Name:**  
**Address:**  
**Our Ref:**

**Bank/Building Society Details:**

Your Bank/Building Society Name: \_\_\_\_\_

Bank/Building Society Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account holder's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Bank/Building Society Account No: 

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Bank/Building Society Sort Code: 

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- I agree to accept any Housing Benefit due to me to be paid directly into my Bank/Building Society account.
- I understand that I may be asked to repay any Housing Benefit that is overpaid to me, which I am not entitled to.
- In certain cases the Borough may use it's discretion to refuse direct payments.
- I have enclosed a recent bank statement to aid assessment of my claim. Please note that we must see original documents.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
BACS Application Checked by: _____	(Benefits Officer)
BACS Application Authorised by: _____	(Performance Manager)
_____	(SMT)
<b>For Payment Control Use Only</b>	
Actioned by: _____	Actioned on: ____ / ____ / ____