

## Payment of Housing Benefit

You can have any Housing Benefit paid to you, or you can ask to have the benefit paid straight to your landlord. Please tick the box and complete the details below for the method of payment you prefer. You can detach this page and send it later.  
**DO NOT DELAY YOUR CLAIM.**

Address you are applying for Housing Benefit at:

**Payment to you by bank credit:**   
We will pay any Housing Benefit you are entitled to straight into your current or basic account at your bank/building society. Please fill in the account details below, and sign where shown below at 'Your signature'.

**Payment direct to your landlord by bank credit:**   
We will pay any Housing Benefit you are entitled to straight to your landlord (or agent if there is one) that you have named in Part 4 of this form. We will pay direct into your landlord's or agents' current or basic account. Please ask your landlord or agent to sign below and to fill in their account details here if we do not already hold their details.

**Payment to you, your landlord or their agent by direct credit to a current or basic account:**  
Please complete the details of the account to be credited.

Name of bank/building society

Branch

Account name

Account number  Sort code

**Your signature:** Please pay any Housing Benefit I may be entitled to by the method I have ticked. I understand that once I have selected a payment method, the Council cannot change it without written instructions. I understand that in the case of payments to my landlord or agent, their written consent will be needed for any change.

**Landlord's or agent's signature:** Only if your payments are to go the landlord or agent.  
I agree to accept any Housing Benefit payments on behalf of the above tenant. I understand that I must tell the Council about any changes in circumstances that I may reasonably be aware of, and that I may have to repay any overpaid Housing Benefit that my tenant was not entitled to.

**If you have not got a current or basic account,** and have previously been unable to open one, please ask for our leaflet giving details of the new Basic Bank Accounts that you can open. You will receive a cash machine card, which in most cases you can use to draw cash in post offices, but no debit card, cheque book or overdraft.

If you are unable to open any sort of bank account, or are unable to manage a bank account, we may be able to pay your housing Benefit by cheque. Please explain below why you cannot open a bank account or receive payment direct to an account