



PAYMENT MANDATE – HOUSING BENEFIT

Please tick the box below and complete the details for the method of payment you prefer. Once completed this form should be returned to Benefit Services, Charnwood Borough Council, Southfields, Loughborough, Leicestershire LE11 2TU. N.B. Payments can only be made to your landlord ONLY if you satisfied the conditions stated on the change of address form.

Applicant /Tenant Name

Address you are applying for Housing benefit at

Payment to your bank account: We will pay any benefit you are entitled to straight into your current account at your bank or building society. Please complete the details below.

Payment direct to your Landlord: – We will pay any Benefit you are entitled to straight to your landlord (or agent) that you have named below .Please ask your Landlord or their agent to complete the section below if they are to receive payments direct. If they wish payment to go direct into their current account all the bank details need to be completed.

Account name

Address

Name of bank or building society

Account number

Sort Code

 - -

Your Signature: Please pay any Housing Benefit I may be entitled to by the method I have ticked.

Landlord or agent's signature: Only if payments are to go to 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 be required to repay any overpaid Housing Benefit,