

WOULD YOU LIKE TO RECEIVE HOUSING BENEFIT  
PAYMENTS QUICKER AND MORE CONVENIENTLY?



**‘BACS’ IS THE ANSWER!**

Name & Address:	Date:
	Claim Number:
	Landlord Ref:

Dear Customer,

This form once completed will allow us to make payments of Housing Benefit to you in a more efficient and quicker way. The **BACS** (Bankers Automated Clearing Services) payment system is an alternative to making payments by cheque.

Advantages of being paid by **BACS**, are:

- ✓ **Payment reaches your bank account earlier (normally within 2-3 working days of the payment being issued);**
- ✓ **The possibility of cheques being delayed or lost in the post is removed;**
- ✓ **You will save yourself the time and trouble of paying cheques into the bank.**

All that is needed is for you to complete and return this form to the address below.

**Please note** – Not all bank accounts are designed to accept payments of Housing Benefit by BACS – so if in doubt, please check with your bank first before returning this form.

Account Name:	
Sort Code:	
Bank Account Number:	
Building Society Roll number (if applicable)	
Your Signature:	
Your Name (Block Capitals):	
Date:	
Telephone:	

**When we get this form back we will make future Housing Benefit payments into the account stated. You will be sent a letter confirming when the payments will start to be paid into your account.**



Yours sincerely,

Alan Robinson  
Revenues, Benefits and Customer Services Manager

**Please fill this in and return to:**

**Benefits, Guildhall, Marshall’s Yard  
Gainsborough, DN21 2NA**

**If you require any further information please call Benefits 01427 676676**