

DIRECT PAYMENT OF HOUSING BENEFIT

DIRECT PATMENT OF HOUSING BENEFIT	
TENANT'S NAME:	
TENANT'S ADDRESS:	
CLAIM REF: LANDLORD'S REF:	
To enable Housing Benefit payments to be made to you, please for 'Section 2' of the form, sign the form and return it to:	ully complete either 'Section 1'
Revenues & Benefits Service, PO BOX 68763, London SE1P 4I	OJ .
Please ensure that the account details you are providing are in you as Southwark Revenues & Benefits Service are unable to make page 1.	
Section 1 - BANK OR BUILDING SOCIETY CHEQUE ACCOUNT	NT (BACS):
BANK OR BUILDING SOCIETY NAME:	
DANK ON BOILDING GOOLTT NAME.	
BRANCH ADDRESS:	
NAME OF ACCOUNT HOLDER:	
BANK SORT CODE:	
DANK OF BUILDING COOLETY ACCOUNT NUMBER.	
BANK OR BUILDING SOCIETY ACCOUNT NUMBER:	
Section 2 - BUILDING SOCIETY SAVINGS ACCOUNT (BACS)	<u>3):</u>
BUILDING SOCIETY NAME:	
DOIEDING SOCIETY NAME.	
BRANCH ADDRESS:	
NAME OF ACCOUNT HOLDER:	
BUILDING SOCIETY SORT CODE:	
BUILDING SOCIETY ACCOUNT NUMBER:	
BUILDING SOCIETY ROLL NUMBER:	
DOILDING SOCILIT HOLL NOWDER.	

Landlord declaration

- I/We confirm that the bank/building society details provided above are correct
- I/We undertake to give advance notice to the Council, at the address shown on the front page of this document, if I/we wish to change these details
- I/We undertake to notify the Council in writing, under the terms of regulation 88 of The
 Housing Benefit Regulations 2006 and regulation 69 of The Housing Benefit (Persons who
 have attained the qualifying age for state pension credit) Regulations 2006, of any change of
 circumstances that may effect the tenant's entitlement to Housing Benefit
- I/We understand that by law, I/we can be prosecuted if I/we accept Housing Benefit which I/we know I/we are not entitled to
- I/We also understand that by law, if you pay me/us too much Housing Benefit for any tenant, I/we may have to repay it. You can take the amount of overpaid benefit from the benefit I/we get for any other tenants.

Signature of Landlord(s)
Name(s) of person signing (block capitals):
Date:

London Borough of Southwark

Business Names Act 1985 - Request For Information

APPLICATION FOR DIRECT PAYMENT OF HOUSING BENEFIT

Please complete Section A or section B so that your request for direct payment can be processed. Please ensure that this information is provided in addition to the bank details form attached.

Complete Section A if you are a <u>sole trader or partnership.</u> Complete Section B if you are an <u>incorporated company</u> pursuant to the Companies Act 1985.

5	ection A	Sole Trader or Partnership		
1.	The full name all business pa	and home address of proprietor or names and ortners:	home	addresses o
2.	The full name of	of the business:		
3.	The full addres	s of the principal place of business:		

Section B Limited Companies Only

1.	The full company name and registration number:
2.	The trading name(s) of the company:
3.	The registered office address of the company:
4.	The company's principal place of business:

HOW TO CONTACT US

If you need to send us information/documentation to support your claim please use the following methods:

POST

Southwark Revenues & Benefits Service

PO Box 68763, London, SE1P 4DJ

Send original documents ONLY

We will post back all original documentation

Please ensure all documents contain your name, address and reference number

DOCUMENTATION PROCESSING CENTRES:

Peckham One Stop Shop

122 Peckham Hill Street, London, SE15 5JR Walworth One Stop Shop

151 Walworth Road, London, SE17 1RY

Opening Hours: 9-5pm Monday-Friday **Bring this letter with you**

ONLINE

www.southwark.gov.uk/benefits

There are a number of online services available through your Citizen Account:

Apply for Benefits

Notify the Council of any changes to your circumstances
View your Housing/Council Tax Benefits claims and payment schedules
View your Council Tax Account
Apply for Council Tax Exemptions

IMPORTANT INFORMATION

You have an obligation to let the Benefits Department know, in writing, about any change in your circumstances or any change in circumstances of any member of your household.

If you fail to tell us about any change then you may be prosecuted and have to pay benefit back.