



Request to have housing benefit payments by BACS

Landlord's application

Claim reference number _____

Name of tenant _____

Address of tenant _____

I confirm I would like to receive all future payments of housing benefit due to me from Norwich City Council as BACS payments. **(Please note housing benefit payments cannot be paid into certain accounts. See over for more details).**

I confirm my bank account details as follows:

Sort code

Account number

Account name

Name of bank

Landlord's name or company

Landlord's reference

Signed

Date

Contact telephone number _____

Contact email address _____

Please complete and return this form to:

Benefits
City Hall
Norwich
NR2 1NH

Important notes

- We can now offer payments of housing benefit direct to a bank account for private tenants (BACS).
- We can make payments into your own account, or that of your partner.
- Payments of arrears will be made immediately.
- Once sent, it will take three working days for the benefit to reach your account.
- We cannot make payments to some accounts (usually those that allocate a roll number to an account and issue a passbook) – we will write to you if there is a problem. Also we cannot make payments to Post Office accounts.
- Once you start receiving payments of benefit, you must tell us if you, or your bank, close the account. If you fail to do this your benefit will not be paid.

What do I do next?

- Once we have received your details we will check that your account is one into which we can make payments into your account and will amend your details. We will only write to you if we need more information about your account.