

HOUSING BENEFIT PAYMENTS

Would you like to receive your Housing Benefit Payments directly into your bank account by BACS?

If yes, then please read and complete this leaflet.

If no, please ensure you still read the back page.

Tendring District Council can now make Housing Benefit payments directly into your bank or building society account by the BACS system. An explanation of BACS is found on the reverse of this page.

Payment by this method would mean that we would pay your Housing Benefit direct to your bank account on a Monday. This will give you access to the money earlier than the current method of the cheque being sent on a Friday by second class post and waiting four days for clearance.

Payments would be made once, every four weeks, which means that any adjustments would not be produced as a separate payment but would be included in the next payment to you.

Payments would then continue every four weeks, unless there are changes that affect your Housing Benefit.

If you would like to start receiving payment by BACS please provide the following details

<u>Please write clearly</u>	
Your Name (please print)	_____
Your Address	_____ _____
Landlord Ref Number (Acc Id)	_____
Name of Account Holder (please print)	_____
Name of Bank (please print)	_____
Sort Code	____ - ____ - ____
Account Number	_____
If Building Society Account Roll Number	____ / _____
I confirm that the details I have provided are accurate and correct and that I am entitled to receive these payments.	
Signature(s) _____	

either by email to benefits@tendringdc.gov.uk

or by post to
Council Offices
88 – 90 Pier Avenue
Clacton on sea
Essex CO15 1TN

Some questions answered.

What is BACS? Bankers Automated Clearing Service

BACS is owned by the major UK clearing banks and operates under the umbrella of the Association for Payment Clearing Services (APACS). It is one of the world's leading and most successful organisations providing electronic funds transfer, handling financial transactions such as Direct Debits, Direct Credits, Standing Orders and other inter-bank payments.

Who runs the BACS system?

BACS Limited. The company that owns and operates the automated clearinghouse that processes Direct Debits and Direct Credits on behalf of the UK banks. It also manages the Direct Debit Scheme.

Why should I get my payments made by BACS?

Unlike cheques, Direct Credit payments cannot be lost, stolen or delayed in the post. Your money arrives automatically into your bank.

You need to be aware of the following.

You have a duty to advise this Council as soon as you become aware of any changes in your tenant's circumstances that might effect their housing benefit such as they start work or changes in the claimant's household

We need to be told when your tenants move even if it is just a change of rooms.

Although you have asked for Housing Benefit to be paid direct to you, it does not mean this Council is responsible for your tenant's rent or any of the terms of their tenancy agreement.

Housing Benefit is awarded to help your tenants pay their rent while they live in your property. We are unable to pay housing benefit in lieu of notice. If we overpay you, it cannot be used to offset your tenant's rent arrears.