

## 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	_____ _____
Benefit Claim Number	_____
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](mailto: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 circumstances that might effect your Housing Benefit such as starting work or changes in your household.

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

You will need to tell us if you cease to receive other benefits such as Jobseeker's Allowance or Income Support.

It is your responsibility to tell us. Do not rely on others to do this for you.