Corporate Director of Community
Castle Point Borough Council
PO Box 15, Thundersley, Benfleet,
Essex, SS7 1AY
Tel: 01268 882200 Fax: 01268 882455
DX: 39603 Hadleigh

Housing Benefit - Direct Payment to Tenant, Landlord(s) or Agent(s) Account

We will pay Housing Benefit directly into your bank or building society account, please complete the following;

For tenants;

(a) Complete the direct payments form below and return it to us with your claim form

AND

(b) Complete your Name: ……
Address: ……
……
……

For landlords / agents;

(a) Complete the direct payments form below and return it to us

AND

(b) Complete your tenants Name: ……
Address: ……
……
……

Please also be aware that we will pay Housing Benefit by BACS every two weeks to tenants or four weeks to landlords / agents, you will be informed in writing when this will take effect.

To accept direct payments of Housing Benefit into your account please complete the following:

Name and address of the bank

Postcode

Account Number

Sort Code

Full Name (in CAPITAL letters)

Account Name

Your Signature

Date

Office Use Only
Bac's details entered Signed: _____ Date: _____
PIN No: _____
Details checked and verified Signed: _____ Date: _____