

# Housing Benefit - Method of Payment Form

Your name

Address you are applying for  
Housing Benefit at  
(inc postcode)

## How you will be paid and the choice you have

- If you are a Council Tenant we will pay any housing benefit you are due straight into your rent account.
- If you pay rent to a private landlord, we will pay any benefit directly to you. If you feel this will cause you difficulties, please request a 'Direct Payments to Landlord form' which you will need to complete in addition to this form.
- If you pay rent to a Housing Association, you can either have your benefit paid to you or direct to your landlord.

Please 'tick' how you would like to be paid

**Myself**

**My landlord**

Payment to you or your landlord will be made by direct credit to a current or basic account.

Please complete the details of the account to be credited.

Account holder name

Name of bank/building  
society

Branch

Account number

Sort code

**Your signature:** Please pay any Housing Benefit I may be entitled to by the method I have ticked. I understand that once I have selected a payment method, the Council cannot change it without written instructions. I understand that if payments go to my landlord or agent, they must agree in writing to change.

Signature

Date

**Landlord's or agent's signature: Only if payments are to go to the landlord or agent.**

I agree to accept any Housing Benefit payments on behalf of the above tenant.

- (1) I understand that I must tell the Council about any changes in circumstances that I may reasonably be aware of.
- (2) I may have to repay any overpaid Housing Benefit that my tenant was not entitled to.
- (3) That should recovery be made from one tenant's benefit in respect of another tenant's benefit in respect of another tenant, the rental liabilities of the tenant from who recovery has been made will be deemed to have paid his rent to the value of that recovery. If the Landlord/Agent seeks to recover these sums from tenants they will be in breach of Section 75(6) of the Social Security Administration Act 1997.

Signature

Date

Please complete, print and return this form as soon as possible to:

The Benefits Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ  
Alternatively click the send button below. This will open your email application and attach as a new message.



The personal information you supply on this form will be used for the processing of Housing Benefit and Council Tax Support and will be used in accordance with the Data Protection Act 1998. For more information go to [www.eastherts.gov.uk/dataprotection](http://www.eastherts.gov.uk/dataprotection) or contact the Council's Information Management team by email on [foi@eastherts.gov.uk](mailto:foi@eastherts.gov.uk) or by telephone on 01279 655261.

