

HOUSING BENEFIT DIRECT PAYMENT FORM

Housing Benefit is paid directly into bank or building society accounts.

Leaflets are available about opening a bank account and if you would like one, please turn overleaf for further details.

So that payments of Housing Benefit can be paid into your account, please complete the form below and return to Benefits and Customer Services. See overleaf for contact details.

ISA accounts are not acceptable for payments of Housing Benefit.

Bank/Building Society Name	
Branch Address	
Building Society Reference/Roll Number	
Branch Sort Code (6 digits)	-----
Bank/Building Society Account Number (8 digits) <i>(please confirm this number with your Building Society)</i>	
Name of account holder	

Declaration:

I understand that I must inform Lancaster City Council of any change to the account details that I have provided.

Signature: Date:

Name: (capital letters)
Address:
Telephone Numbers: Home: Mobile:



Further information about opening a bank account

Most banks now have accounts that are available to almost everyone and getting a bank account is easy and makes managing your finances easy too.

To open a basic bank account of your choice you will need to provide proof of your identity and address, for example by:

- Passport
- Utility Bill (Gas, Water, etc)

For details of banks where a basic bank account may be opened please contact us (details below) for a copy of our leaflet entitled Housing Benefit Direct Payments - A Basic Guide.

For answers to your questions regarding basic bank accounts please contact us (details below) for a copy of the Financial Services Authority leaflet entitled 'Basic bank accounts – your questions answered'.

How to contact us

If you want more help and advice regarding this or any other matter concerning Housing Benefit and/or Council Tax Benefit, you can contact the Council's Benefits Team in any of the following ways:

- By post to:- Benefits and Customer Services
Revenue Services
Town Hall
Dalton Square
Lancaster
LA1 1PJ
- By personal visit to Lancaster or Morecambe Town Hall between the hours of 9.00am and 5.00pm Monday to Friday
- By telephoning the Benefits Team on (01524) 582965 between the hours of 8.45am and 5.15pm Monday to Friday
- By fax: (01524) 582260
- By e-mail: benefits@lancaster.gov.uk
Or
- You can visit the Council's website at www.lancaster.gov.uk
- Customers with hearing difficulties who have a minicom machine can contact the Council on (01524) 582175.

We can provide this leaflet in large print, in Braille, on audio-tape and in other languages if required.

We will also provide signers, lipspeakers and deaf blind interpreters by appointment.

Please contact the Council if you need further information about these services.

