

## Authorisation to pay Housing Benefit Direct to your Bank Account

Housing Benefit is paid every 4 weeks (in arrears). In order to facilitate this, please complete the details below and return them to us as soon as possible. The easiest and quickest way to do this is to upload the form to <https://www.north-norfolk.gov.uk/benefitsevidence>

**Please note that we cannot pay benefit into a Post Office account**

<b>Name of Landlord</b>			
<b>Address</b>			
<b>Telephone number</b>			
<b>Email address</b>			
<b>Bank Details</b>			
<b>Bank</b>			
<b>Bank Account Name</b>			
<b>Branch Address</b>			
<b>Sort Code</b>			
<b>Bank Account Number</b>			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Company: \_\_\_\_\_

## **CHANGES TO BANK ACCOUNTS**

You must notify the Benefit Section in writing of any changes to bank details and any amendments will be applied within 28 days of receipt. The Council will not accept responsibility for payment delays where notifications of these changes have not been received.

I have listed below the responsibilities you have as a landlord and the responsibility we have as an Authority to you:

- I must tell North Norfolk District Council if the tenant moves out;
- I must tell North Norfolk District Council if the rent changes;
- I must tell North Norfolk District Council if I am aware that the tenant has a change of circumstances which may affect their entitlement to benefit.
- I understand that any overpayment of benefit will be recovered from my tenant's continued benefit.
- I agree to pay back any Housing Benefit that I have received which the tenant is not entitled to, which is considered reasonable. Example tenant vacates.
- I can contact the Authority if we are considering taking enforcement action on a case to advise the Authority of this, and the Authority will then check to ensure that all the Housing Benefit that is due has been made.
- I can contact the Authority when payments are not already being made direct to me if this tenant is more than 8 weeks in arrears with their rent (and this is not due to a delay in paying Housing Benefit, nor due to the fact that Housing Benefit is paid 4 weekly in arrears) and the Authority will make payment directly to me.

Yours sincerely,



Lindsay Circuit & Trudi Grant  
Benefit Managers

Between: 8.30am – 5.00pm Monday, Tuesday, and Thursday  
10.00am – 5.00pm Wednesday and 8.30am – 4.30pm Friday