



**Authorisation to pay Housing Benefit Direct into
Landlord's Bank Account**

Please use this form to provide account details to allow payment of Housing Benefit entitlement on behalf of your tenant direct into a bank or building society account.

Once completed this form should be returned to:

Benefits Section
Council Offices
Holt Road
Cromer
Norfolk
NR27 9EN

Claimant Name	
Claimant address	
Benefit Reference	

Name of Landlord		
Address		
	Postcode	
Telephone number		
Email address		

Bank Details

PLEASE NOTE WE CANNOT PAY INTO POST OFFICE ACCOUNTS

Bank Name			
Bank Account Name			
Branch Address			
Sort Code			
Bank Account Number			

AUTHORISATION

SIGNATURE	
DATE	

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 once calendar month 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,



Karen Sly
Head of Finance

Tel (01263) 516349

Between: 8.30am – 5.00pm Monday, Tuesday, and Thursday

10.00am – 5.00pm Wednesday and 8.30am – 4.30pm Friday

Email: benefits@north-norfolk.gov.uk