



Housing Benefit Payments Form – Tenants

This form should be completed by the person applying for Housing Benefit to enable their Housing Benefit to be paid into the bank/building society of their choice. Before completing this form, please ensure your chosen bank/building society account can accept electronic payments from the Highland Council.

Please complete in black ink and block capitals

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| Name: |
| Address, including postcode: |
| Telephone Number: |
| Email Address: |
| Claim Reference: |

Please provide the bank/building society details you want your Housing Benefit paid to

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| Bank/Building Society Name and Address: |
| Sort Code: |
| Account Number: |
| Name(s) of Account Holder(s): |

Please see continuing sheet for further information and return address

About this form

This form is intended for tenants who are renting property in the private rented sector. The information being sought will be used to enable the Council to make payments directly into a bank/building society account.

If you are a private tenant and make a successful new claim for Housing Benefit or if you change address, (unless you are in an exempt category) you will be paid Local Housing Allowance. This will mean that we must pay and Local Housing Allowance to you and not your landlord unless there are special circumstances. If there are special circumstances a Safeguard Referral Form must be completed and agreed by The Highland Council.

If you are renting your property from the Highland Council your Housing Benefit will be credited to your rent account. This means that you do not need to complete this form as we do not require details of your bank/building society details.

Completed forms should be returned to:

**Operations Team
PO Box 5650
Inverness
IV3 5YX**

If you have any queries relating to this form or require a Safeguard Referral Form:

- Visit or telephone any **Highland Council Service Point**
- Email: **Operations.Team@highland.gov.uk**
- Freephone: **0800 393811**

How we will collect and use this information

The Highland Council will use the information you give on this form to pay Housing Benefit entitlement directly into a bank/building society account. We may pass the information to other Council Services and agencies or organisations such as the Department for Work and Pensions, Her Majesty's Revenue and Customs, and auditors, as allowed by law.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to do so.

The Highland Council is the data controller for the purposes of the Data Protection Act 1999.

If you want to know more about what information we have about you or the way we have used that information, you can write to the Assistant Chief Executive, The Highland Council, Glenurquhart Road, Inverness, IV3 5NX.

Please do NOT send personal data to the above email address.