



INFORMATION FOR PAYMENT TO LANDLORD/AGENT BANK ACCOUNT

Please complete the enclosed form and return so payment can be made direct to your bank account.

Payments cannot be separated and sent to different bank accounts if you have more than one rented property. All payments to you under your payee reference will be paid to the account details you supply. A payment schedule detailing the breakdown of the payment will be available online in your Open Portal account. Payment will be in your bank account as cleared funds on the payment date detailed on the schedule. If you wish to change the account you are paid into then please advise me and supply evidence/proof to confirm the bank sort code, name and account number. If you change your address in the future please advise me.

What to do next

Please complete the enclosed form and return by email to revenue&benefits.bournemouth@bcpcouncil.gov.uk or post to Revenues & Benefits at the address below.

For security and audit purposes and to ensure the correct account details are entered into the payment system, please enclose proof of the account, ideally a copy of a paying in slip, a copy of a recent bank statement header (without balance details), or any documentation from your bank. Ensure this clearly shows your bank account sort code, account name and number.

Please note

Payments cannot be made to Post Office Card Accounts, ISA Accounts, Mortgage Accounts, accounts not subject to UK Tax held offshore including the Channel Islands, Isle of Man and the Republic of Ireland, a bank account where the landlord is resident outside the UK (contact HM Revenue & Customs for information on The Non-resident Landlords Scheme) or different bank accounts if you receive payments in respect of more than one tenant or property.

For Housing Benefit enquiries please email benefits.bournemouth@bcpcouncil.gov.uk or call 01202451592.

OPENPortal – see details online

View a summary of your tenants award (not their personal financial circumstances) and a breakdown of recently issued payments. You can also see any Council Tax accounts in your name. Log in details will be issued to you shortly if you do not already have an OPENPortal account.

BACS DETAILS FOR PAYMENT OF HOUSING BENEFIT TO LANDLORD/AGENT ACCOUNT

LANDLORD PAYEE REFERENCE

LANDLORD NAME

LANDLORD ADDRESS

CONTACT TELEPHONE NUMBER

EMAIL ADDRESS (please write clearly)

BANK/BUILDING SOCIETY

ADDRESS

SORT CODE

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Eight digit ACCOUNT NUMBER

Building Society roll/account number(if applicable)

Proof of Account - e.g. copy/scan/image of Paying-in Book/bank giro credit slip *must* be attached.

This should clearly show your bank account sort code, account number & account name. Payments cannot be made to Post Office Card accounts, ISA accounts, Mortgage accounts and accounts not subject to UK Tax held offshore.

Please pay Housing Benefit due to my tenant(s) into my bank account. I am aware that I am liable to repay any recoverable over-allowance of Benefit and/or Discretionary Housing Payment made direct to me on behalf of a claimant. I will tell you immediately of any known changes in my tenants' circumstances that will affect their Benefit. I understand that giving incorrect information or withholding information may mean that I have to repay any Benefit and I could be prosecuted.

Signed: _____

Date: _____