

REQUEST FOR HOUSING BENEFIT TO BE PAID INTO A BANK OR BUILDING SOCIETY

Financial Services Department,
The Civic Centre,
Oystermouth Road,
Swansea, SA1 3SN.
www.swansea.gov.uk
01792 635353

To: **City & County of Swansea**
Benefit Section
Finance and Delivery
The Civic Centre
Swansea
SA1 3SN.

From: _____

Claim / Landlord Ref: _____

Please make payments of Housing Benefit direct to my Bank / Building Society account via BACS as detailed below.

If you are already a Landlord and you receive benefit payment for other tenant(s) we will make ALL payments into one bank account. The details you give must be the bank details you want ALL future payments to be paid into.

PLEASE ENTER YOUR DETAILS BELOW

Bank / Building Society Name:

Address:

Postcode:

Sort code:

Account number:

NB: Include the Roll Number for building society accounts

Account name:

(for example Mr A Jones)

**PLEASE NOTE PAYMENTS BY THIS METHOD WILL BE DELAYED IF ALL THE ABOVE
DETAILS ARE NOT PROVIDED**

**UNSIGNED APPLICATIONS WILL BE RETURNED
IF SIGNING ON BEHALF OF A COMPANY OR ORGANISATION, PLEASE STATE CAPACITY**

Signature(s):

Capacity (if applicable):

Date:

Your Privacy - Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. This is explained in more detail on the Revenues and Benefits web page www.swansea.gov.uk/RevsandBenspersonalinfo.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website www.swansea.gov.uk/privacynotice.

Croesewir gohebiaeth yn y Gymraeg. Caiff unrhyw ohebiaeth a dderbynnir yn Gymraeg ei hateb yn y Gymraeg ac ni fydd hyn yn arwain at oedi. / We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and this will not lead to a delay.