

Revenues & Benefits
Harlow Council
Civic Centre
The Water Gardens
Harlow
Essex CM20 1WG
Telephone: (01279) 446633
Email: hdc.benefits@harlow.gov.uk

**Important - Please read and fill in this form carefully,
as it affects how your benefit will be paid**

Housing Benefit Payments for the Private Sector and Social Housing Landlords will be made directly into your bank account by Bank Credit Transfer (BACS). So that we can do this we need the details requested below.

If you do not have a bank account you will need to set one up. Basic bank accounts can be opened even if you have previously had money problems. Please ask for our leaflet about how to open this type of account. If you need further help or advice please contact Revenues and Benefits (see top left for details) or for independent advice contact:

Harlow Welfare Rights and Advice,
The Advice Centre, 2 East Gate,
Harlow, Essex, CM20 1ND

Telephone: (01279) 446622
Email: admin@hwra.org.uk

Details required for your Housing Benefit to be paid directly into your Bank Account by BACS

1 Your FULL name and address:

FOR OFFICE USE ONLY

Claim number:

Date input:

2 Name and FULL postal Address of your Bank or Building Society:

5 Bank/Building Society Account Number:

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6 Signature(s) of Account Holder(s):

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3 Name(s) of Account Holder(s):

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7 Date:

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4 Branch Sort Code:

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8 In case of a query please provide your daytime telephone number:

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► **Once you have completed parts 1 to 8 above, please send this form to the address shown at the top left of this letter.**