



Rent Direct Signup Form

Your Housing Benefit from your Borough/District Council can be paid direct to a credit union account. Please complete all the details below to enable us to set up the facility. You need to make sure you tell us your Housing Benefit reference number - if you don't have it available now then please contact your Council to get the number before returning the form to us. Once your Housing Benefit is paid into your Essex Savers net Credit Union Rent Direct Account, we will pay your rent directly to your landlord.

Your Details

Reference/Member number New payment Change of payment

Your name

Housing Benefit reference

Housing Benefit amount

Top up amount

Total rent amount

Please note all Housing Benefit is paid fortnightly in arrears.

Declaration

Please read the Declaration carefully. Only sign it if you are happy to agree to the terms of the account. *Please note you can ask for independent advice from a housing advice provider, the Citizens Advice Bureau or a Solicitor.*

- I agree that Essex Savers net Credit Union will receive Housing Benefit from the council on my behalf and credit it to my Rent Direct Account, a separate share account held for me with the credit union. I agree to the account Terms and Conditions which have been provided to me.
- **I understand that 14 days notice is required to make any changes to these instructions (including changes of payment amount, or property details).**
- **I understand that the Rent Direct account is maintained solely for the purpose of receiving Housing Benefit and paying rent, and will not be available for cash withdrawals.** Essex Savers net Credit Union will pay rent direct to my landlord on my behalf, according to the instructions provided, and I authorise this regular share withdrawal.
- If Housing Benefit payments (or top up payments to be made by myself) are not received then Essex Savers net Credit Union will cancel any rent payments at its discretion. Where payments are made to my landlord with insufficient funds available, then it is my responsibility and I will repay any debts so incurred on demand.
- It is my responsibility to inform Essex Savers net Credit Union as soon as I am aware of any change in the amount of Housing Benefit, top up payment or rental payments, and I will do so. I understand that Housing Benefit is paid fortnightly in arrears, and that Essex Savers will not be able to pay rent on my behalf until the first payment has been received.
- I agree that Essex Savers may share information with the Council solely regarding the running of this Rent Direct Account in order to enable the smooth running of the account, to prevent fraud, and in order to monitor the service provided, and that the Council may share information with Essex Savers regarding my Housing Benefit claim for the same purposes.
- **I agree that Essex Savers can share information with my landlord solely regarding the running of this Rent Direct Account in order to enable the smooth running of the account and the payment of my Housing Benefit to my landlord.**

Sign here

Date

PLEASE ALSO COMPLETE THE PROPERTY AND LANDLORD DETAILS ON THE OTHER SIDE

Property Details

Please provide details of the property for which you will be receiving the Housing Benefit payments.

Property address

Post code

Phone number

Assured shorthold Licence Other

3 months contract 6 months 12 months Other

Notice period

Landlord & Payment Details

Your Landlord must be registered with Essex Savers net Credit Union in order for us to pay them direct. If your Landlord is not registered then they will need to contact us in order to register before we can open a Rent Direct Account for you.

Landlord's name

Phone number

Payment amount

Reference

Weekly Fortnightly 4 Weekly Monthly

Pay to Essex Savers net Credit Union Account

Member number

Account name

Transfers between accounts held with Essex Savers net Credit Union will be done within 24 hours of receipt of Housing Benefit.

Pay to Bank Account

Bank account name

Sort code Account number

Bank account transfers take three working days.

Essex Savers use:

Received:

HB list:

Added to ABACUS:

Bill payments list:

Return completed form to:

Essex Savers net Credit Union, 53 New Street, Chelmsford. Essex. CM1 1AT.

Web: essexsavers.co.uk Tel: 01245 496314