



## Paying benefit to your landlord

If you want us to pay your benefit straight to your landlord you must sign this declaration.

Name & address

Please pay my Housing Benefit straight to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- If I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Signature

Date

Now ask your landlord to sign this agreement.

Landlord's name

I agree to accept Housing Benefit payments for the tenant.

Tenant's name

I understand that by law:

- I must tell you straightaway if I find out about any change in the tenant's circumstances;
- You can stop paying benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- If you pay me too much Housing Benefit for any tenant, I must repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Landlords can have cheques paid straight into their bank or building society accounts. Unless you are already receiving payments from us this way, please give us the following information.

Name of your bank  
or building society

Branch

Account name

Address of your  
bank or building  
society.

Account number

Sort  
code

Your signature

Date

## Paying benefit to your landlord - continued

### Sharing information with your landlord

Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord if you have agreed that your Housing Benefit can be paid directly to your landlord.

Under the Data Protection Act we need your permission to share information.

If you give us permission, we would be able to tell your landlord:

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need further information to make a decision on your claim, and if so what information this is.

### We will not give your landlord any information about:

- **your personal or household circumstances; or**
- **your financial circumstances.**

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. And if you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

If you want to give us permission to discuss your claim with your landlord, please sign below.

**I give Ryedale District Council my permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.**

Signature

Date

Address

Postcode