

Housing Benefit Direct Payment Agreement

Please read the following notes before completing this form

Housing Benefit is normally paid four weeks in arrears.

Where the landlord is a Housing Association or other Registered Social Landlord the tenant is able to choose if Housing Benefit can be paid to the Landlord or not.

However, if the tenancy is with a Private Landlord or Letting Agent, Housing Benefit will normally be paid direct to the tenant under the Local Housing Allowance rules.

Housing Benefit will only be paid to a private Landlord or Letting Agent where certain conditions are satisfied. For more information about these conditions please contact us or go to www.huntingdonshire.gov.uk/benefits and read the page "**Information for Landlords**".

Landlords who receive payments of Housing Benefit for tenants have a duty to tell the Benefit Section if they find out anything that may change the tenant's entitlement. For example, the tenant moves out or someone moves in with the tenant. If you are not sure about a change, tell us anyway.

If a tenant does not wish Housing Benefit to be paid to the Landlord, but has rent arrears of 8 weeks or more, Housing Benefit can be paid to the Landlord. Details of the rent arrears will need to be provided to us in writing. Such payments can be made under Regulation 95 of the Housing Benefit Regulations 2006 without the tenant's agreement.

This form should be returned to:

Benefit Section, Huntingdonshire District Council, Pathfinder House, St Mary's Street Huntingdon PE29 3TN

For further information about this form or about benefit matters please contact us on 01480 388308 or benefit@huntingdonshire.gov.uk

Privacy Notice

Why are we asking for your personal information?

We require your personal data to enable us to assess your benefit claim. We need your personal data to enable us to carry out our legal obligation as laid out in the Local Government Finance Act/Social Security & Benefits Act we cannot process your request / application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. If all the requested information is not supplied then it is likely that we will be unable to consider your request and you will not receive any benefit to which you may be entitled.

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- **Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.
- **Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.
- **Right to object** to us processing your personal data where you have an objection on "grounds relating to your particular situation".
- **Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We may share your personal data within internal departments of the council, local partner authorities and government departments as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, law enforcement agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the council's [Privacy Notice page](#).

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

Housing Benefit Direct Payment Agreement

This form must be completed and signed by the tenant and Landlord.

Agreement to accept Housing Benefit payments

As the Landlord, I agree to accept Housing Benefit payment on behalf of my tenant named below.

I agree to tell the Benefit Section of any changes to this tenant's circumstances that may affect their benefit entitlement.

I agree to repay on demand to the Council any overpayment of Housing Benefit paid to me, for which I am not entitled under Housing Benefit Regulations 2006 - Regulation 101. I understand that failure to repay such monies may result in the Council taking further action against me.

Landlord Name

Landlord Address

Give details for payment of Housing Benefit direct to your bank/ building society account

Name & Address of Bank/Building Society

Name of Account Holder

Sort Code

Account Number

Roll Number (Building Society Accounts Only)

Signature: Date:

Contact telephone number:

Tenant Agreement I agree for Huntingdonshire District Council to pay my Housing Benefit payments to my Landlord. Tenant(s) Name: Tenant(s) Address: Tenants Signature: Date:
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