

Your Ref: _____

PLEASE COMPLETE ALL SECTIONS

Your Name (Block Capitals)

Your Bank's or Building Society's Name:

Your Address (Block Capitals)

Your Bank's or Building Society's Address:

Postcode: _____

Postcode: _____

Your Signature:

Branch Sorting Code:

:	:	:
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Date: _____

Contact Telephone number in case of query:

Account Number:

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Name/s on Account:

Building Society Roll Number*:

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(*Only complete this section if your money is to be paid into a Building Society.)

Return To:
SANDWELL MBC
Benefits Services
PO BOX 10597
Nottingham
NG6 6DQ

BACS PAYMENTS

Paying your Rent Allowances more efficiently

We are able to pay Rent Allowance more efficiently through the Bank Automated Clearing Services (BACS).

This means that the money will be paid direct into your bank or building society account on the day payment is made.

For you, the payee, this system will mean there is no possibility of cheques being delayed or lost in the post. You are also saved the time and trouble involved with paying cheques into your bank or building society.

Furthermore, the three days bank clearing cycle is removed, as cleared funds are available in your account on the day our account is debited.

Direct Credit through BACS helps everyone involved. You receive cleared funds on the date specified. You will receive a Remittance Advice from us telling you how much we have credited your account with. Your bank charges may also be reduced and your accounting procedures will be simpler and more predictable.

If you want to change your method of payment to BACS please complete the enclosed form and return it to us.

The data entered onto this form/letter can be used by the Council for the purpose of verifying electoral registration details.