**Rent Direct Signup Form**

Your Housing Benefit from your Local Authority 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 local authority to get the number before returning the form to us. Once your Housing Benefit is paid through your Bridgend Lifesavers Credit Union Rent Direct account we will then also pay your rent directly to your landlord.

**Your Details**

Member number New payment Change of payment

Your name

Housing Benefit reference

Housing Benefit amount

Top up amount

Total rent amount

**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 Bridgend Lifesavers Credit Union will receive Housing Benefit from Bridgend County Borough Council on my behalf and credit it to my Rent Direct account which is 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**. Bridgend Lifesavers 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 Bridgend Lifesavers Credit Union will cancel any rent payments at its discretion. Where payments are made to my landlord with insufficient funds available, then that is my responsibility and I will repay any debts so incurred on demand.

• It is my responsibility to inform Bridgend Lifesavers Credit Union as soon as I am aware of any change in amount of Housing Benefit, top up payment or rental payments, and I will do so. I understand that Housing Benefit is paid in arrears, and that Bridgend Lifesavers Credit Union will not be able to pay rent on my behalf until the first payment has been received.

• I agree that Bridgend Lifesavers Credit Union may share information with Bridgend County Borough 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 Bridgend County Borough Council may share information with Bridgend Lifesavers Credit Union regarding my Housing Benefit claim for the same purposes.

**• I agree that Bridgend Lifesavers Credit Union 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 Bridgend Lifesavers 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 Bridgend Credit Union Account

Member number

Account name

Transfers between accounts held with Bridgend Lifesavers Credit Union will be done the same day Housing Benefit is paid.

Pay to Bank Account

Bank account name

Sort code Account number

Bank account transfers can take up to three working days.

**Please return completed form to :**

Bridgend Lifesavers Credit Union Ltd, Rent Direct, The Lifelong Learning Centre,

Merfield Close, Sarn, Bridgend, CF32 9SW