DP Gen 06/12

Office

Direct payment into an account

Our phone number is

Code Number Ext

Textphone users with speech or hearing difficulties call

Code Number

If you get in touch with us, tell us this reference number

Date

/ /

How we pay you

Please read these notes before filling in the form.

Before we can start making payments into an account we need the account details. You can find the account details on your cheque book or bank statements. If you do not know the account details, ask the bank or building society.

About the account you can use

You can use an account in your name or a joint account.

You can use someone else's account if the terms and conditions of the account allow this, and they agree to let you use their account. You must be sure that they will use your money in the way you tell them.

You can use a credit union account. You must tell us the credit union's account details if you have a standard credit union account, or your own account details for a current credit union account. Your credit union will be able to help you with this.

If you are an appointee or a legal representative acting on behalf of the customer, the account should be in your name only.

Finding out how much we have paid into your account

You can check your payments on account statements.
The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money, we have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payment into an account.
For example, you may give us some information which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid to you. This means we will have paid you money that you are not entitled to. We will contact you before we take back any money.

Remember, you must tell us immediately if you change your account details.

How to fill in this form

If you are filling in the form for yourself, please give us your details in **Part 1**. Then complete **Part 3** and **Part 4**.

If you are filling in the form on behalf of a child, or you are an appointee or a legal representative acting on behalf of the customer, please give us the details of the person you are acting for in **Part 1**. Then complete the rest of the form. Make sure you give us **your** details in **Part 2**.

Please keep this page for your information

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About payment into an account

Part 1 – Customer's details

Surname Mr, Mrs, Miss, Ms

Other names

Address

Postcode

National Insurance (NI) number

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account in **Part 3**, please tick this box. ☐

Only complete Part 2 if you are acting on the customer's behalf. Otherwise, go to Part 3.

Part 2 – Appointee or representative's details

Your surname

Your other names

About payment into an account continued

Part 3 – About the account you want to use

Please tell us about the account you want to use below. By giving us your account details you are agreeing to be paid by Direct Payment and understand the information on the second page about being overpaid.

It is very important you complete ALL the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of the bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-34-56

– –

Account number

Most account numbers are 8 numbers long. If the account number has fewer than 10 numbers, please fill in the numbers from the left.

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

Part 4 – Declaration

I declare that the information I have given on this form is correct and complete as far as I know and believe.

Signature

Date / /

For office use

☐ System updated on / /

Surname

NI number