

# Housing Association Registration

Freepost RSRT-HAXK-RUYU

Gateway Credit Union Ltd. • 21 Commercial Street • Pontypool • Torfaen •  
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April 2013

Please complete the following in **BLOCK CAPITALS**

## Housing Association:

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Contact tel: \_\_\_\_\_ E Mail: \_\_\_\_\_

## Housing Association and Gateway Credit Union Limited Agreement:

1. Gateway Credit Union Ltd will deduct £5 per tenant per month from payments made to the Housing Association to cover administration. You will receive a remittance advice for the payments made and an invoice for the deductions.
2. Gateway Credit Union Ltd is acting as a financial services provider in all cases and is not liable for any underpayment or overpayment of Housing Benefit (HB) made. Any dispute about the amount paid on behalf of a tenant should be addressed to the Shared Benefits Service who made the original payment.
3. Gateway Credit Union Ltd will forward any HB received from the Shared Benefits Service to the Housing Association until the HB ceases for any reason.

## Housing Association bank details:

Bank/Building Society: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ Sort Code:        -        -

By signing this form on behalf of (RSL) \_\_\_\_\_  
you agree to the charges listed above.

Name in capitals: \_\_\_\_\_

Signature \_\_\_\_\_ Date        /        /

## Return this form to Gateway Credit Union now.

Once received we will create a "payee" account for you in our database. You can then send details of any tenants you wish to refer. Please note that Gateway Credit Union Ltd joining procedures must be completed by all referred tenants before payments can be processed.

You can also use this form to notify of us any changes to your details.