

Housing Benefit mandate

(for housing association tenants only)

Freepost RSRT-HAXK-RUYU

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Membership No: _____

Tenant details

Title: _____

Surname: _____

Forename(s): _____

Address: _____

Postcode _____

Contact tel no: _____

Tenant's housing association: _____

I hereby authorise the Shared Benefit Service (SBS) to pay my next Housing Benefit (HB) payment into my Gateway Credit Union Ltd (GCU) HB account until further notice. I agree to give a minimum of two weeks notice if I intend to terminate this mandate.

Local Authority Benefit reference number: _____

I hereby authorise Gateway Credit Union Ltd (GCU) to forward my Housing Benefit directly to my Landlord as soon as it has been received. I also authorise GCU to communicate with the SBS and my Landlord for the purposes of administering this Housing Benefit account only (full details see overleaf)

Housing Association tenant reference number: _____

Tenant Signature: _____

Date / /

Housing Association (RSL) Authority

(Housing Associations must have completed a Landlord Registration form prior to referring tenants)

I hereby authorise Gateway Credit Union Ltd to forward the Housing Benefit for the tenant named above at the address shown. I understand that each Housing Benefit payment will have an administration fee of £5, which is subject to change. (Gateway Credit Union Ltd will give at least one months notice of any fee change and the opportunity to cancel the arrangement before a higher fee is charged)

Name (in block capitals) _____

On behalf of (RSL): _____

RSL authorised Signature: _____

Date / /

Information sharing details

The tenant is agreeing that Gateway Credit Union Ltd can share information regarding this account between his/her Housing Association Landlord and the Shared Benefit Service in connection with:

- Housing Benefit claim or other state benefit or tax claim.
- Tenancy agreement or change of address.
- Keeping in touch after a claim has been processed or terminated, including sharing of current address.

This information could include:

- Identity or address verification.
- Personal details, such as phone number(s), National Insurance number etc
- Other personal information I might disclose

for GCU office use only

Received by GCU :	_____	Date	/	/
Notified RSL :	_____	Date	/	/
Notified Benefits dept :	_____	Date	/	/
Processed:	_____	Date	/	/