

Request for document translation

Housing Benefit Payments by Direct Credit

If you need any part of this document explained in your language, please tick box and contact us either by writing or by phone using our contact details below.

- Albanian** Nëse ju nevojitet ndonjë pjesë e këtij dokumenti e shpjeguar në gjuhën amtare ju lutemi shenojeni kutinë dhe na kontaktoni duke na shkruar ose telefononi duke përdorur detajet e mëposhtme.
- Bengali** এই ডকুমেন্টের কোনো অংশ আপনার নিজ ভাষায় বুঝতে চাইলে, দয়া করে বাস্তবতে (বক্সে) টিক চিহ্ন দিন এবং চিঠি লিখে বা ফোন করে আমাদের সাথে যোগাযোগ করুন। নিচে যোগাযোগের বিবরণ দেওয়া হয়েছে।
- French** Si vous avez besoin que l'on vous explique une partie de ce document dans votre langue, cochez la case et contactez-nous par courrier ou par téléphone à nos coordonnées figurant ci-dessous.
- Korean** 만일 본 서류의 어떤 부분이라도 귀하의 모국어로 설명된 것이 필요하다면, 상자속에 표시를 하고 우리에게 전화나 서신으로 연락하십시오.
- Polish** Aby otrzymać część tego dokumentu w polskiej wersji językowej proszę zaznaczyć kwadrat i skontaktować się z nami drogą pisemną lub telefoniczną pod poniżej podanym adresem lub numerem telefonu.
- Portuguese** Caso você necessite qualquer parte deste documento explicada em seu idioma, favor assinalar a quadrícula respectiva e contatar-nos por escrito ou por telefone usando as informações para contato aqui fornecidas.
- Somali** Haddii aad u baahan tahay in qayb dukumeentigan ka mid ah laguugu sharxo luqaddaada, fadlan sax ku calaamadee sanduuqa oo nagula soo xiriiir warqad ama telefoon adigoo isticmaalaya macluumaadka halkan hoose ku yaalla.
- Spanish** Si desea que alguna parte de este documento se traduzca en su idioma, le rogamos marque la casilla correspondiente y que nos contacte bien por escrito o telefónicamente utilizando nuestra información de contacto que encontrará más abajo.
- Tamil** இந்தப் பத்திரத்தின் எந்தப் பகுதியும் உங்களின் மொழியில் விளக்கப்படுவது உங்களுக்கு வேண்டுமானால், தயவுசெய்து பெட்டியில் அடையாளமிட்டு, கீழுள்ள எங்களின் விவரங்களைப் பயன்படுத்தி எழுத்துமூலமாக அல்லது தொலைபேசி மூலமாக எங்களைத் தொடர்புகொள்ளவும்.
- Urdu** اگر آپ اس دستاویز کے کسی حصے کا ترجمہ چاہتی ہیں تو دئیے گئے باکس میں صحیح کا نشان لگائیے اور ہمارے درج ذیل رابطے پر یا تو ٹیلیفون کے ذریعے یا پھر تحریری طور پر رابطہ کریں۔

Large print

Braille

Audiotape

Your contact:

Name.....

Address.....

.....

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Telephone.....

**Merton Benefits Service,
PO Box 610,
Civic Centre,
Morden SM4 5ZT**

Housing Benefit Payments by Direct Credit



Payment of Housing Benefit by Direct Credits

It is our policy to pay all Housing Benefit (HB) into a bank or building society account by Direct Credit. This is the safe and flexible way to receive HB. Direct Credit has many advantages such as:

- It pays HB directly to your account with no need to wait for a cheque to clear;
- It is safer and less vulnerable to postal strike action and theft;
- HB can be taken out from various places including the Post Office;
- Avoiding costly charges made by cheque encashment companies;

How to get your HB payments by Direct Credit

If you have a bank or building society account

- Check with your bank or building society branch that your account can receive HB by Direct Credit; and
- Simply fill in your account details on the attached form called **Request to pay Housing Benefits by Direct Credit**. Then post it back to us in the prepaid envelope supplied. We will do the rest.

If you do not have a bank or building society account

We recommend that you open a Basic Bank Account. Most banks now provide Basic Bank Accounts that give access to limited banking facilities. These accounts allow you to receive your income and withdraw cash from cash machines, but do not allow you to have an overdraft facility, chequebook, debit card or credit card. Some allow the issue of Solo or Visa Electron cards that can be used in shops.

Once you have an account set up please follow the instructions in the section above titled **How to get your HB payments by Direct Credit**.

For further information about Direct Credit please contact us.

For further information about Basic Bank Accounts see our leaflet called **Housing Benefit Basic Bank Accounts**.

Contact details:

Write to: Merton Benefits Service, PO Box 610, Civic Centre, Morden SM4 5ZT

Visit: Merton Link at the Civic Centre, London Road, Morden SM4 5DX

Tel: 020 8274 4903

Email: Housing.Benefits@merton.gov.uk

Fax: 020 8545 3960

Request to pay Housing Benefits by Direct Credit

Your Housing Benefit Reference:

Your name:

Your address:

Your request:

Please pay my Housing Benefit to the following account:

Name of Bank or
Building Society:

Sort Code:

Account Name:

Account/Roll Number:
(some accounts only)

Your signature(s):

Date:

Return this form to:

Merton Benefits Service,
PO Box 610, Civic Centre,
Morden SM4 5ZT