

Housing Benefit

Change of payment details CL1

Housing
Executive

I am the claimant		I am the landlord	
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Claimant/landlord reference no.	
Claimant/landlord name	
Claimant/landlord address	

Reason for Change

Change of bank details		Change of letting agent	
Sale of property		Change of ownership	
Payment changes from landlord to claimant		Payment changes from claimant to landlord	

CURRENT BANK DETAILS								NEW BANK DETAILS							
Bank name								Bank name							
Branch address								Branch address							
Sort Code								Sort Code							
		-								-					
Account Number								Account Number							
Account Name								Account Name							

If you are a landlord we only use secure email to send payment advice notices and other Housing Benefit correspondence. To ensure you receive our messages please confirm your email address below.

Email address	
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Please note this service is NOT available for tenants.

The Housing Executive protects your personal information in accordance with Data Protection law. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice which is on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.

I CONFIRM THAT I AM AUTHORISED TO REQUEST THIS CHANGE AND UNDERSTAND THAT IT IS A CRIMINAL OFFENCE TO KNOWINGLY GIVE INCORRECT INFORMATION

NB A second signature and the position held are only required for companies

Signature 1		Signature 2	
Date		Date	
Position held		Position held	
Tel no.		Tel no.	
Mobile no.		Mobile no.	

The easiest way to return this form is to save it and send it as an attachment by email to the relevant Housing Benefit office (see below). You can also print and post it to us.

If you have any queries phone us on 03448 920 902 Textphone* 18001 03448 920 902

OFFICE ADDRESS	DISTRICT COUNCIL AREAS COVERED	EMAIL ADDRESS
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX	Ards & North Down Lisburn and Castlereagh City Newry, Mourne & Down (Downpatrick)	Southeast.housingbenefit@nihe.gov.uk
Twickenham House Mount Street BALLYMENA BT43 6BP	Antrim & Newtownabbey Mid & East Antrim Causeway (Ballymoney/Coleraine/Moyle)	Northeast.housingbenefit@nihe.gov.uk
Housing Centre 4th Floor Adelaide Street BELFAST BT2 8PB	Belfast City Council	Belfasthb@nihe.gov.uk
McAllister House Woodside Avenue OMAGH BT79 7BP	Mid Ulster (Dungannon/Cookstown) Fermanagh & Omagh	Omagh.housingbenefit@nihe.gov.uk
Marlborough House Central Way CRAIGAVON BT64 1AJ	Armagh, Banbridge, Craigavon, Newry, Mourne & Down (Newry/Mourne)	Southarea.hb@nihe.gov.uk
Richmond Chambers The Diamond LONDONDERRY BT48 6QP	Derry City & Strabane Causeway (Limavady) Mid Ulster (Magherafelt)	Westarea.housingbenefit@nihe.gov.uk

For Housing Executive use only

Signature and old bank details checked		Processed by:	
Call back made to confirm request			
Old pay scheme ended		Employee Number:	
New pay scheme started			
Scan CL1 to HB System Support		Date:	

* Next Generation Text

For use by those who are deaf, hearing or speech impaired; a textphone or App is needed.