

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	

OLD 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 can use secure e-mail to send payment advice notices and other Housing Benefit correspondence, this is convenient, fast and reliable. If you would like us to do this please give your e-mail address below.

E-Mail address	
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Please note this service is NOT currently available if you are a tenant

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

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

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

This form should be printed off, signed and then returned to the relevant Housing Benefit office; details are on the next page

The fastest and easiest way to return this form is to scan it and send by e-mail to the relevant Housing Benefit office.
Full details of each Housing Benefit office, including e-mail addresses are given below.

If you have any queries phone us on 03448 920902 no matter where you live

OFFICE ADDRESS	DISTRICT COUNCIL AREAS COVERED	E-MAIL ADDRESS
Twickenham House Mount Street BALLYMENA BT43 6BP	Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle	Northeast.housingbenefit@nihe.gov.uk
32-36 Great Victoria Street BELFAST BT2 7BA	Belfast	Belfasthb@nihe.gov.uk
Marlborough House Central Way CRAIGAVON BT64 1AJ	Armagh, Banbridge, Craigavon, Newry & Mourne	Southarea.hb@nihe.gov.uk
Richmond Chambers The Diamond LONDONDERRY BT48 6QP	Derry, Limavady, Magherafelt, Strabane	Westarea.housingbenefit@nihe.gov.uk
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX	Ards, Bangor, Castlereagh, Downpatrick	Southeast.housingbenefit@nihe.gov.uk
McAllister House Woodside Avenue OMAGH BT79 7BP	Cookstown, Dungannon, Fermanagh, Omagh	omagh.housingbenefit@nihe.gov.uk

For Housing Executive use only

Signature & 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:	