As an appointee, you would take over all rights and responsibilities in connection with the Housing Benefit & Council Tax Reduction application as though you were the claimant. This includes:

1. receiving payment of the benefit (where appropriate)
2. notifying the Housing Benefit Section of any relevant change of circumstance (e.g. termination of income support/job seekers allowance, changes to family members, change of address, non-dependents, capital or income)
3. repaying any overpayment of Housing Benefit

Part A: Appointee

I understand the responsibilities I have in connection with the Housing Benefit claim and I

agree to act as an appointee.

|  |  |  |
| --- | --- | --- |
|  Appointee's full name: |  | . |
|  Address: |  | . |
|  Telephone Number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|   Signed: |  |   Date: |  |

Part B: Benefit Claimant

|  |  |  |
| --- | --- | --- |
|  Claimant's full name: |  |  |
|  Address: |  |  |

I hereby authorise the above to act as my appointee:

|  |  |  |  |
| --- | --- | --- | --- |
|   Signed: |  |   Date: |  |

Payments will be made by BACS to Yourself/Your Landlord/Your Appointee (PLEASE DELETE AS APPROPRIATE). Please provide the following bank details:

Name of Account Holder:

Sort Code:

Account Number:

Please return to: Fife Council

 Benefits and Council Tax Team

 PO Box 18015

 Glenrothes

 KY7 5YJ