

Appointee Application Form

Please use **BLOCK CAPITALS** throughout this application

Part 1. About the person you want to act for

Their surname or family name

Mr/Mrs/Miss/Ms/Dr/Rev

Their other names – in full

All other surnames or family names they have been known by or are using now. Please include maiden name, all former married names and all changes of family name.

Their address

Postcode

Their National Insurance (NI) number

Their date of birth

If you would like this translated, please tick the box (or state the the language required) and return this to any council office

Në qoftë se dëshironi që ky informacion të përkthehet nëgjuhën shqipe ju lutem shënoni '✓' në kuadratin përkatës dhe dorëzojeni këtë në cilëndo zyrë të Këshillit të Rrethit.

Albanian

"إذا كنت ترغب في الحصول على هذه المعلومات مترجمة للغة العربية، يرجى وضع علامة في الخانة المبيّنة و إعادة هذا إلى أي مكتب من مكاتب مجلس البلدية".

Arabic

'আপনি যদি এই তথ্যটির অনুবাদ [বাংলা ভাষায়] পেতে চান তাহলে অনুগ্রহ করে পার্শ্বের বক্সে ঠিক দিয়ে যে কোন কাউন্সিল অফিসে পাঠিয়ে দিন'

Bengali

如果你想這些資料翻譯成廣東話，請在方格內加剔，並把這表格送回任何市議會的辦事處。

Cantonese

"اگر مایلید این اطلاعات به زبان (فارسی) ترجمه شود، خواهشمندیم شکل مربع را علامت زده و فرم را به هر آدرس شهرداری که در اختیار دارید پس بفرستید."

Farsi

Si vous souhaitez obtenir une traduction de ces informations en français, cochez cette case et renvoyez ce coupon au bureau municipal de votre choix

French

如果你想這些信息翻譯成普通話，請在方格內划勾，并把這表格送回任何市议会的办事处。

Mandarin

No caso de querer obter a tradução desta informação em português, assinala por favor o quadrado correspondente, e envie este impresso para qualquer um dos 'council office' (escritórios da Câmara Municipal).

Portuguese

Eğer bu bilgilerin Türkçe tercümesini isterseniz, lütfen kutuyu işaretleyip herhangi bir Belediye bürosuna götürünüz.

Turkish

This can also be made available in large print, in Braille or on audio tape

Other (please state) _____

If you are applying on behalf of an organisation (for example, local authority, solicitors) Go to **Part 3**
Otherwise Go to **Part 2**

Part 2. About you

Surname or family name

Mr/Mrs/Miss/Ms/Dr/Rev

Other names – in full

All other surnames or family names you have been known by or are using now. Please include maiden name, all former married names and all changes of family name.

National Insurance (NI) number

Date of birth

Address

Postcode

Daytime phone number

Code

Number

What is this number? (Please tick)

Home

Work

Mobile

Fax number – if you have one

Code

Number

Part 3. If you are representing an organisation

Your surname

Mr/Mrs/Miss/Ms/Dr/Rev

Your other names – in full

Your position or job title

Full official name of the organisation

Full postal address of the organisation

Postcode

Organisation's phone number

Code

Number

Organisation's fax number

Code

Number

Part 4. Data Protection Act 1998 – Confidentiality Statement

The Council collects information for Housing Benefit and Council Tax Benefit purposes, but it may be used for any of the Council's purposes. We may check information that you provide or that a third party provides about you or the person you are acting for, with other information we hold.

We may also get information about you or the person you are acting for from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime or to protect public funds in other ways as permitted by law. These third parties include government departments and local authorities.

We will not disclose information about you or the person you are acting for to anyone outside the Council unless the law permits us to.

Part 5. Method of payment

You can choose where you want the Housing Benefit to be paid. We provide a number of options for you:

- We can arrange to have Housing Benefit paid directly into a bank/building society account, this will enable you to set up a standing order or direct debit to pay rent to the Landlord
- We can arrange to pay Housing Benefit by crossed cheque,
- In exceptional circumstances payment can be made direct to the Landlord. A vulnerability form will need to be completed.

Having Housing Benefit paid straight into a bank or building society account has many advantages such as:

- receiving the benefit on the day that it is due
- no longer having to wait for a cheque to arrive in the post
- standing orders and direct debits can be set up
- having a greater peace of mind that rent is up to date

Payment straight into a bank or building society account

We will tell you when the first payment will be made and how much it is for. After that, please check with your bank or building society to find out how much is paid into the account. Get in touch with the Housing Benefit office if you think the amount is incorrect.

Please complete the following boxes if you require payment straight into a bank, building society, Giro or National Savings Account.

Please tick the appropriate box below to indicate if this account is:

In your name

or

In the name of the person you are acting on behalf of

or

In both the names of yourself and the person you are acting on behalf of

What name or names is the account in?

Part 5. Method of payment (continued)

What type of account is it? (Tick the box that applies and complete information requested)

- Bank cheque or deposit account or building society cheque account
– NOT a mortgage account**

Name of bank or building society

Account name

Branch name

Sort code number

Account number

Type of Account, for example, deposit or current account

- Building society savings account – NOT a cheque or mortgage account**

Name of bank or building society

Account name

Account number / Roll number

Part 6. Declaration

I apply to Warrington Borough Council for appointment to act on behalf of the person named in **Part 1** in their claim for Housing & or Council Tax Benefit.

To the best of my knowledge no other person or organisation has been legally appointed to administer the affairs of the person named in **Part 1**.

I undertake to the best of my ability to give the Council all the information required by them about the circumstances of the person named in **Part 1** and if there is any change in those circumstances, I will let them know at once.

I will spend any Housing Benefit I receive from Warrington Borough Council on behalf of, and in the interest of the person named in **Part 1**.

I understand and agree that Warrington Borough Council may use the information provided to administer this application.

I have read, understood and accept the conditions detailed in **Part 7** of this form.

I have read and understood the notes in **Part 5** regarding receiving payment into an account.

I will tell the Benefits Office straight away if there is a change of circumstances relating to the person I am acting for.

I declare that the information I have given on this form is correct and complete.

Box A - sign if you are applying to be an individual appointee, i.e. not on behalf of an organisation

I am over 18 years of age

Signature

Date

Box B - sign if you are acting on behalf of an organisation

I am authorised to make this declaration on behalf of the organisation named in **Part 3**

Signature

Date

Part 7. Roles and responsibilities

Please detach this page and keep it to refer to.

By signing the application to become an Appointee, you are declaring that you understand and accept the responsibilities described in this section.

If your application to act for the person named at **Part 1** is accepted, you will become responsible for dealing with all aspects of that person's Housing & Council Tax Benefit claim.

This includes claiming and /or receiving:

- Housing Benefit Payments
- Council Tax Benefit notifications
- Housing Benefit notifications
- Housing and Council Tax Benefit overpayments

Any money that you receive on their behalf must be used for paying their rent.

You must tell the Housing and Council Tax Benefit Office straight away if there is a change in the person's circumstances which could affect their benefit. A list of changes that must be reported is given on all notification letters. If you do not have a copy of the list of changes you must report, you can get one from the Benefit Office.

Examples of changes you must tell us about are when the person:

- Changes address
- Changes name
- Has a change in their income
- Has a child leaving school
- Goes into or comes out of hospital, including coming out of hospital on leave
- Becomes well enough to manage their own affairs
- Intends to be absent from Great Britain for any period
- Dies

This list is not exhaustive. If there is any change of circumstance please contact us

If the person you named in **Part 1** dies, please:

- Tell the Benefit Office straight away
- Return any HB payments made after their death that you have for them

As an appointee you will also be responsible for letting us know if there are any changes in **your**:

- name
- address
- contact number

Part 7. Roles and responsibilities (continued)

If an overpayment happens

If an overpayment of benefit occurs, you may be required to repay the overpayment yourself depending on how the overpayment arose.

How long can I be an appointee?

You will be an appointee until:

- The person you are an appointee for becomes well enough to manage their own affairs, you must notify us if this becomes the case.
- The person you are an appointee for dies, or
- You or the Benefit Office decide to end the arrangement because it is not working properly
- You wish to end the arrangement because you no longer wish to continue as an appointee.

If you want to end the arrangement you must write to the Housing and Council Tax Benefit office, giving them at least one month's notice.

Additional information for organisations

All appointees are responsible for the collection and administration of the person's Housing & Council Tax Benefit. If the organisation nominates a representative to carry out the appointee duties on their behalf, **the organisation** remains responsible for the management of the person's affairs.

Organisations should therefore make any nominated representatives aware of their responsibilities to both the organisation and the person named at **Part 1** and will need to provide them with a letter confirming they are authorised to act on behalf of the organisation.

If you are acting as a representative within an organisation, there are some aspects that need to be considered in addition to those already mentioned. When quoting the appointee details, it is both the organisation details and those of the individual that must be given.

You will need to contact us if any of the following details change:

- the named appointee within the organisation
- the organisation name
- the organisation address, including postcode
- phone and fax number
- the organisation ceases to exist