



CYNGOR SIR CEREDIGION COUNTY COUNCIL

Department of Finance, Canolfan Rheidol, Rhodfa Padarn, Aberystwyth, SY23 3UE. (01970 633252)

AGREEMENT FORM FOR OVERPAID HOUSING BENEFIT

CUSTOMER DETAILS

Name:		Customer Ref No:	
Address:			
Telephone No:		Email:	

OVERPAYMENT DETAILS

Invoice Number	Outstanding Balance	Invoice Number	Outstanding Balance	Total Outstanding
	£		£	£
	£		£	

AGREEMENT DETAILS

(Please see reverse for payment instructions. Please tick the appropriate boxes below)

I agree to repay the balance of the above debt at a rate of £_____ a week fortnight month.

Payments will commence on _____.

I will pay by: Direct Debit Standing Order Online Payments

Direct to Council Bank Telephone Post In Person

Signed:		Date:	
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NB: Failure to keep to the agreement may result in the Authority taking further action to recover the debt. In England and Wales, section 75(7) of the Social Security Administration (Fraud) act 1997, allows a Housing Benefit determination to be registered as an order of the Court. This method enables the Authority to issue enforcement proceedings against the debtor. The methods of enforcement are:

- a warrant of execution, which authorises a bailiff to seize goods
- an attachment of earnings;
- a garnishee order, which attaches a debt owed by a third party e.g. a bank account to the debtor
- charging order, which attaches a legal charge to immoveable property (e.g. a house) of the debtor

If you wish to make a new/ alternative arrangements please contact the Housing Benefit Overpayment Recovery section on 01970 633252 or Finance Department, Canolfan Rheidol, Aberystwyth, Ceredigion. SY23 3UE

METHOD OF PAYMENT

You can pay by any of the following methods:

DIRECT DEBIT

You can set up a Direct Debit payment over the phone by contacting us on 01970 633252. Alternatively complete and return the Direct Debit mandate which can be found on our website www.ceredigion.gov.uk under 'Benefits' and then 'Application Forms' and go to the 'Downloadable Forms' tab.

Payments can be made on the 1st, 15th or 22nd of the month.

STANDING ORDER

Complete and return the Standing Order form which can be found on our website www.ceredigion.gov.uk under 'Benefits' and then 'Application Forms' and go to the 'Downloadable Forms' tab.

ONLINE PAYMENT

Please go to www.ceredigion.gov.uk select 'Resident' then the 'Online Payments' heading and follow the instructions.

DIRECT TO COUNCIL BANK

Payments can be made directly to the Authority's bank by quoting the following information:

Bank Account Name: Cyngor Sir Ceredigion County Council Income Account
Bank Account Number: 53775372
Sort Code: 20-18-74
Reference: IM (followed by your Customer Reference Number)
Bank Name & Address: Barclays, 26 Terrace Road, Aberystwyth, Ceredigion. SY23 2AE

BY PHONE

Pay by Credit / Debit card and to make an Automated Telephone Payment call 0845 60 71 012 or to speak to a Customer Advisor call 01970 633252.

BY POST

Please send to Head of Finance, Ceredigion County Council, Canolfan Rheidol, Rhodfa Padaran, Llanbadarn Fawr, Aberystwyth, Ceredigion. SY23 3UE. Cash should be sent by Registered Post only.

IN PERSON

Visit one of our offices below. A list of current opening hours can be found on our webpage www.ceredigion.gov.uk under 'Contact Us':

Canolfan Rheidol, Llanbadarn Fawr, Aberystwyth
Council Offices, Market Street, Aberaeron
Council Offices, Market Street, Lampeter
Council Offices, Morgan Street, Cardigan

NB: Payments made by Cheque or Postal Order should be made payable to Ceredigion County Council and crossed and the invoice number entered on the reverse. For Cash or Credit / Debit Card payments please quote your invoice number.