

Request for Replacement of Housing Benefit Cheque

Payee Details

Name

Address

Payment in respect of (if above not the benefit claimant)

Name

Address

Cheque Details

Cheque Number

Dated

Amount

Declaration

Please note: if the missing cheque has been presented for payment, enquiries will be made to establish who has presented it. This will involve taking a statement from all parties concerned and could involve passing details to the police.

- I wish to report that I have not received the cheque, details of which are shown above, which I understand has been dispatched to me.
- I confirm that I am entitled to receive this cheque.
- I would like to request that you place a `stop` on the cheque and issue a replacement to me.
- I confirm that the cheque has not been cashed or presented for payment by me or with my knowledge or consent and that it has not been in my possession at any time.
- I understand to mark this cheque as `cancelled` and return it immediately to Gateshead Council at the address shown on the bottom of this form, should the cheque come into my possession.

Signature

Date

E-mail

Telephone

**Please return completed form to: - Benefits Service, Civic Centre, Regent Street,
Gateshead, NE8 1HH**