

**Payee Details**Name Address **Payment in respect of (if above not the benefit claimant)**Name Address **Cheque Details**Cheque Number Date Amount **Declaration**

- 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.

In accordance with General Data Protection Regulations 2018, Gateshead Council will use any personal data to process your application. We may also share this data with other council services or public organisations if required by law to do so. Your personal data will only be used in respect of your claim and not for marketing purposes or passed to third parties. To read how we will use your information, please view our full privacy notice, at [www.gateshead.gov.uk/data-protection](http://www.gateshead.gov.uk/data-protection).

**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.

Signature Date E-mail Telephone **Return the completed form to:-** Benefits Service, Civic Centre, Regent Street, Gateshead, NE8 1HH