



We have many ways we can communicate with you.

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us. You can find our contact details at www.gov.uk/access-to-work/claiming-from-your-grant#access-to-work-helpline

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on www.gov.uk

Please complete all sections then send this form to the address on page 3.

Customer details

01 Title For example, Mr, Mrs, Miss, Ms, other	04 Access to Work reference number
02 Surname or family name	05 Email address
03 All other names in full	

New payee details

Please give us the contact details and bank or building society details for the person or organisation to be paid. This can be a support worker, agency or organisation who provides agreed support for you. If you are the payee, please give your details.

06 Title For example, Mr, Mrs, Miss, Ms, other	08 Other names
07 Surname	09 Organisation/Agency name

10 Email address

11 Address

Postcode

12 Name of the bank or building society

13 Name of the account holder

Exactly as it is shown on the bank card or statement.

14 Account number

This must be between 6 and 10 numbers.

15 Sort code

Tell us all 6 numbers, for example 12-23-56.

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16 Building society roll or reference number

Declaration

I understand that if I knowingly give information that is incorrect or incomplete I may be liable to prosecution or other action. Claims may be subject to validation and information may be checked with other sources including employers, suppliers and providers.

<p>Signature</p> <p>Name</p> <p>Date DD/MM/YYYY</p>
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How DWP collects and uses information

When we collect information about you we may use it for any of our purposes.

These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please visit www.gov.uk/dwp/personal-information-charter

Return details

When you have filled in this form send it to:

Access to Work Service Centre
Mail Handling Site A
Wolverhampton
WV98 1JE

