



## PART 1 Personal Information and Payment Instructions

If the form is not completed accurately and/or the correct supporting documentation is not provided, it will delay the adjudication of the dispute.

If you fill in this form by hand please use **BLACK INK** and write in **BLOCK CAPITALS** using one box for each letter

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## Section 1 - Personal Details

- TDS will send you an update at key stages of the process to keep you informed of progress. You may also visit the TDS website at any time to check on the progress of your dispute.
- TDS will issue all correspondence for this dispute by email where you have given us an email address.
- It is your responsibility to provide TDS with any change of contact details.
- To prevent important TDS emails from being filtered by your spam filters; please add [tds.gb.com](mailto:tds.gb.com) to your email safe senders list.

If you are completing this form on behalf of a person named on the Tenancy Agreement that is not able to do so themselves, you must send TDS details of the permission for you to do this. It may delay your case if you do not send this.

Please read the information below regarding how payment will be made following adjudication

- Payment following adjudication is made to the parties named on the Tenancy Agreement unless the parties tell us otherwise. Any award due to tenants or landlords will be made equally to all tenants and landlords unless we receive written authority from all tenants or landlords giving alternative instructions.
- Each individual on the tenancy agreement should provide us with their payment details; failure to provide bank details may result in a delay.
- If you would like payment made to a joint account please complete [Section 3](#).
- If you would like payment to be issued to a third party or your agent please complete [Section 5](#).
- If you are abroad and wish payment to be sent to an overseas bank account please complete [Section 6](#).

## Section 2 - Bank Details

Payee(s) Name

[illegible]

Bank Name

[illegible]

Account Holder's Name

[illegible]

Sort Code

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Account Number

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## Roll Number

[illegible]

### Section 3 - For Payment To A Joint Account Please Complete This Section

- ☐ **BACS Payments** If a joint account name is entered, the full award to both parties will be made to that account. However, we can only make payments by BACS into an account bearing the payee's name. Therefore please ensure that the account name for joint accounts is entered in full. If separate BACS payments are required please tick here and complete and submit a form for each party.

**It is the responsibility of the party(ies) completing this part of the form to ensure that the other joint tenant(s) or landlord(s) are aware of the arrangement. TDS will not accept responsibility for joint payments where one party was unaware of this request.**

Bank Name

Account Holder's Name

Sort Code

Account Number

Roll Number

### Section 4 - Name Change

- If your name has changed during the tenancy or dispute process, and differs from what is stated on the tenancy agreement, TDS will require a copy of either your marriage certificate or name change via deed poll in order for us to make payment into this name. Otherwise payment will be made as per the name on the tenancy agreement. A delay may be caused in you receiving your payment if your name details differ.

**Please tick which documentation has been provided**

☐

Copy of Marriage Certificate

☐

Copy of identification showing name change

### Section 5 - Third Party Payment Or Payment To A Joint Tenant Or Landlord

- If you wish payment to be made to a third party, or your agent (if you are a landlord) or you are a tenant or landlord wishing payment to be made to another tenant or landlord, please tick and complete the bank details below.

☐

I wish for payment to be made to a third party

☐

I wish for payment to be made to my agent

☐

I wish for payment to be made to another tenant or landlord named on the tenancy agreement

Bank Name

Account Holder's Name

Sort Code

Account Number

Roll Number

## Section 6 - Overseas Payment Instructions

- If you wish payment to be made to an overseas account, please provide us with your account details below. Please note payees will be responsible for all bank charges for overseas payments

### Payment Destination Country

[illegible]

Beneficiary/Name of Account Holder

[illegible]

## Bank Address

[illegible]

Bank Identification Code/ Swift Code

[illegible]

Account Holding Branch

Beneficiary Account Number/IBAN number

[illegible]