

■ Part 3 – Important information continued

If the person you named in **Part 1** dies, you must

- tell your Jobcentre Plus office, social security office, Pension Centre, HM Revenue & Customs office, or the Service Personnel and Veterans Agency straight away if their payments were being made direct into an account
- return any cheque payments you have for them

As an appointee you will also be responsible for letting us know if there are any changes in **your**

- name
- address
- contact number
- account details

If an overpayment happens

If an overpayment of benefit occurs, you may be required to repay the overpayment yourself depending on how the overpayment arose.

You will be responsible for repaying any overpayment of benefit that happened because you

- made an untrue or incorrect statement about yourself or the person named in **Part 1**
- failed to report a change in your own circumstances
- failed to report a change in the circumstance, which you knew about, in respect of the person named in **Part 1**
- failed to obtain relevant information about the circumstances of the person named in **Part 1**.

If you have been appointed by the Secretary of State (appointees only)

How long can I be an appointee?

You will be an appointee until

- the person you are an appointee for becomes well enough to manage their own affairs
- the person you are an appointee for dies, or
- you or the Department for Work and Pensions, HM Revenue & Customs or the Service Personnel and Veterans Agency decide to end the arrangement because it is not working properly
- you wish to end the arrangement because you no longer wish to continue as an appointee.

If you want to end the arrangement you must write to your Department for Work and Pensions, HM Revenue & Customs office or the Service Personnel and Veterans Agency, giving them at least one month's notice.

Additional information for organisations

All appointees are responsible for the collection and administration of the person's social security benefits, pensions and allowances, HM Revenue & Customs tax credits, and war pensions and allowances. If the organisation nominates a representative to carry out the appointee duties on their behalf, **the organisation** remains responsible for the management of the person's affairs. Organisations must therefore make any nominated representatives aware of their responsibilities to both the organisation and the person named at **Part 1**.

If you are acting as a representative within an organisation, there are some aspects that need to be considered in addition to those already mentioned. When quoting the appointee details, it is the organisation details that must be given and not those of an individual.

You will need to contact us if any of the following details change

- the organisation name
- the organisation address, including postcode
- phone and fax number
- the organisation ceases to exist, for example, a nursing or care home closes
- bank account details
- the named representative.

■ Part 4 – For organisations only

The bearer of this document is a representative of this organisation and is authorised to collect any benefits, pensions, allowances or credits in respect of the person named in **Part 1**.

Signature

Date

Positions in organisation

Name of organisation

Notes for the representative

If the payment is made direct into a bank or building society account the organisation must ensure that you are correctly authorised to make withdrawals on behalf of the customer and that bank procedures for making withdrawals are followed. Contact the bank or building society where the account is held for further details.