

Dear

Re: One Off Direct Payment

Please find enclosed two copies of the Direct Payment agreement; one is for you to sign and return, the other is for you to keep for your records.

As agreed you have chosen to receive a Direct Payment from Warwickshire County Council.

The agreement you have signed explains your responsibilities and what in turn you can expect from Warwickshire County Council. More information about your responsibilities can be found in the Direct Payments information and guidance produced by the Council.

Please use the enclosed Bank Mandate Form to advise us of the bank account you wish your Direct Payment to be paid into. As this is a One Off payment you do not need to set up a separate account solely for Direct Payments.

Your One Off Payment of £? will be paid into your allocated bank account as soon as possible after the return of the agreement and the bank details.

After the payment is made you will be expected to keep receipts/records of any purchases made through your Direct Payment that can be provided in the event of a departmental audit.

If you need any support or have any questions you may contact your allocated worker or call us on 01926 413908.

Yours sincerely,

Independent Living Payment Co-Ordinator