



**MISSING PAYMENT REPORT**  
**REVENUES AND BENEFITS PAYMENT**

**TO BE COMPLETED WITH DETAILS OF THE CHEQUE PAYEE**

Please enter your current name and address:

Name	
Current Address	
Post Code	

Please enter the address the cheque was sent to if different from the above:

Cheque Address	
Post Code	

I did not receive the following crossed cheque(s) in respect of a refund of:

Council Tax Refund      [ ]                      Business Rates Refund      [ ]  
Housing Benefit cheque      [ ]                      Benefit overpayment      [ ]

*\*Please tick one of the above*

If it (they) subsequently come(s) into my possession I will return it (them) to the Revenues and Benefits Service immediately.

Date of Cheque	Cheque number	Cheque Amount (£)

I understand that encashment of the above cheque(s), or knowingly obtaining Housing Benefit through false or incomplete information, is an offence and will result in referral to the police and possible prosecution.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return to: **Revenues & Benefits Service**  
**Peterborough City Council**  
**Town Hall, Bridge Street**  
**Peterborough**  
**PE1 1HQ**

FOR OFFICE USE ONLY	
Claim/Account Ref.	
Creditor Number	
Reconciled	Yes / No
Stop request date	
Stop requested by	