

# ANNUAL MEMBERSHIP INVOICE 2019-20

**Housing**  
Ombudsman Service

This is the name of the organisation responsible for paying for the housing units

A N Other Landlord

INVOICE DATE: 31 MAY 2019

Automatically generated invoice number

Your Housing Ombudsman Service Registration

Your payment due date:  
Please ensure you pay your invoice by this date to avoid late payment related charges

INVOICE NO.

REGISTRATION NO.

INSTRUCTIONS

Payment to be received by 30 June 2019



Recorded Housing Units as at 31 March 2018 from published data from our partner organisations

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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Number of units multiplied by the unit price

Units as at 31 March 2018 as reported in the LAHDR

£1.25

+ Owed / (-) overpaid

Any outstanding amounts or overpayments will be shown here

+ Interest charges for late payments 2018/19

Interest on late/overdue amounts will be shown here

**TOTAL**

Total invoice value to be paid will be shown here

If these numbers are incorrect, please state the correct figures below:

Please only complete this section if the above numbers are incorrect and/or you have other units not in the published data (e.g. Leased units)

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Units as at 31 March 2018 as reported in the LAHDR	<input type="text"/>	£1.25	<input type="text"/>
Other units not reported in the LAHDR – see guidance notes	<input type="text"/>	£1.25	<input type="text"/>
+ Owed / (-) Overpaid			£ 0.00
+ Interest charges for late payments 2018/19			£ 0.00
<b>NEW TOTAL</b>			<input type="text"/>

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Please complete the below and indicate which organisation the payment relates to

### MEMBERSHIP AND STOCK

Tick all that apply. If you select box B or C below, please provide further details and continue on a separate sheet if needed.

A) I am paying for my organisation  B) I am paying for another member  C) Another member is paying for me

MEMBER/S NAME

REGISTRATION NUMBER

NO. OF UNITS

Make sure you complete this

We would like to ensure that we have up-to-date details for your Accounts department. Please confirm:

### CONTACT DETAILS

Contact/department name:	E-mail address:
Telephone number:	Any other details:

We would like to keep you informed about our news and developments in our newsletter. Please confirm the following:

Name of Information Officer:	E-mail address:
Name of Chief Executive:	E-mail address:

### PAYMENT INFORMATION

Our preference is to receive payment via BACS: Barclays Sort Code: 20-67-83 Account Number: 23700178  
Please quote your membership number in the payment reference field.

If paying by cheque, please make it payable to The Housing Ombudsman Service and post it to:  
The Housing Ombudsman Service, Exchange Tower, Harbour Exchange Square, London E14 9GE.  
Please write your membership number on the back of the cheque.

Interest – the approved scheme allows us to charge interest at 2% above bank base rate from the due date until the subscription is paid.

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Ombudsman Service

### RETURN OF INFORMATION

Please scan and send us back this form to [membership@housing-ombudsman.org.uk](mailto:membership@housing-ombudsman.org.uk) or post to our address marking the correspondence for the attention of 'Finance'.

Do please ensure that a senior official within your organisation certifies this to confirm the number of units

### CERTIFICATION

As principal officer, I certify that the total number of units noted above is correct as at 31 March 2018.

Signed:	Date:
Name	Position: