

A claim form for Housing Benefit and Council Tax Benefit



Part 1 About you and your partner

Do you have a partner who normally lives with you?

By *partner* we mean someone of the opposite sex you are married to or live with as if you were married.

No

Yes If you have a partner, you must answer all the questions about them.

You

Your partner

Last name

Other names

Title Mr, Mrs, Ms and so on.

Address

Do not tell us your partner's address if it is the same as yours.

Postcode

Postcode

Date of birth

 / /
 / /

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

National Insurance number

You can find this on payslips or letters from social security or the tax office. We cannot decide your claim if we do not have your National Insurance number.

Tell us any other names you have used.

Your daytime phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

If you have moved home in the last 12 months, tell us your last address.

Postcode

Postcode

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?

No

Yes We will write to you about this.

No

Yes We will write to you about this.

Part 1 About you and your partner - continued

You

 / /

Your partner

 / /

You may be able to get extra benefit for children you get Child Benefit for if they normally live with you and they are:

- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16 or over, but still under 19 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

No Yes When did you claim?
 / /

No Yes When did they claim?
 / /

What address did you claim for?

 Postcode

What address did they claim for?

 Postcode

No Yes When did you go in?
 / /

No Yes When did they go in?
 / /

When do you expect to come out?

 / /

When do they expect to come out?

 / /

No Yes

No Yes

Does anyone get Invalid Care Allowance for looking after you or your partner?

Please tick if you or your partner are:

- a student
- a student nurse
- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled and incapable of work

We will contact you if we need any more information.

Do you want to claim for any children?

No Yes Go to Part 3.
 Tell us about the children you want to claim for; if you want to claim for more than 3 children, use a separate sheet of paper.

If you are sending a separate sheet of paper, tick this box.

	First child	Second child	Third child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>
We need to see proof of this	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the child have more than £3,000 in savings?

No Yes How much are their savings?
 £

Is the child registered blind or getting Disability Living Allowance?

No Yes Tell us the name and registration number of the minder.
 How much do you pay a week? £

Do you pay any childminding costs for this child?

No Yes Tell us the name and registration number of the minder.
 How much do you pay a week? £

We need to see proof.

£ We need to see proof.

Part 3 About other people who live with you

Part 3 About other people who live with you - continued

Do any adults normally live with you and your partner?
 By adults we mean people over 16 who nobody gets Child Benefit for.

No Go to Part 4.
 Yes Tell us about all the adults, except your partner, who usually live with you. If you want to tell us about more than 3 people, use a separate piece of paper.

If you are sending a separate sheet of paper, tick this box.

Are any of the people who normally live with you married to each other or living together as if they were married?

No
 Yes Tell us their names.

is the partner of

And is the partner of

Now tell us about all the people who normally live with you and your partner.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you For example, aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint-tenant, joint-owner or friend.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do they get Income Support or income-based Jobseeker's Allowance?

No
 Yes

Do they get Disability Living Allowance or Attendance Allowance, or are they registered blind?

No
 Yes

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

No
 Yes

Do they pay rent to you or your partner?

No
 Yes

Are they severely mentally impaired?

No
 Yes

Are they in legal custody at the moment?

No
 Yes When are they expected to come out?

Are they in hospital at the moment?

No
 Yes When did they go in?

Do they normally work for 16 hours or more a week?

No
 Yes Tell us their earnings before deductions for things like tax and National Insurance.

We need to see proof of their earnings.

No
 Yes Tell us their earnings before deductions for things like tax and National Insurance.

We need to see proof of their earnings.

Do they have any other income at all?

No
 Yes Tell us their other income before deductions for things like tax and National Insurance.

We need to see proof of their income.

No
 Yes Tell us their other income before deductions for things like tax and National Insurance.

We need to see proof of their income.

First person
 No
 Yes

Second person
 No
 Yes

Third person
 No
 Yes

Part 4 About rent

Do you pay rent for your home?

No Go to Part 6.
 Yes Answer the next question.

Do you pay rent to the council?

No Answer the questions below.
 Yes Go to Part 6.

When did you start renting your home?
 When did you move to this address?
 If you have not moved in yet, tell us when you expect to move in.

/ /
 / /

What sort of tenancy do you have?
 For example, shorthold, tied rent or something like this.

How long is the tenancy for? Please tick to show if the property is let as:

/ / to / /

- furnished
- partly furnished
- minimally furnished
- unfurnished

How much rent do you pay?

£ / / every (week/fortnight/4 weeks/month)

Does anyone else share the rent with you and your partner?

No
 Yes Tell us their names.

Has your rent changed in the last 12 months?

No
 Yes Send us proof of the date it changed, and how much it changed.

When is the next rent increase due?

/ /

We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

Part 4 About rent – continued

Has your rent been registered as a fair rent by 'a rent officer'?

No
 Yes

Do you have any weeks when you do not have to pay rent?

No
 Yes How many?
 /

Are you behind with your rent?

No
 Yes

Who pays the Council Tax on your home?

- You and your partner
 - Your landlord
 - Someone else
- Tell us who pays the Council Tax.

Do you pay water charges direct to the water authority?

No
 Yes

Are you living away from home at the moment?

No
 Yes Tell us why you are not living at home.

When did you last live at home?

/ /

When do you expect to go back home?

/ /

Tell us the address of where you are living at the moment.

Postcode

if your home has been sublet, tell us who lives there now.

Part 4 About rent – continued

Does your rent include money for the following?

Meals
 No Yes
 How much? Which meals are included?

£

Heating

No Yes
 How much?

£

Lighting

No Yes
 How much?

£

Hot water

No Yes
 How much?

£

Fuel for cooking

No Yes
 How much?

£

Laundry

No Yes
 How much?

£

Gardening

No Yes
 How much?

£

Garage or parking space

No Yes
 How much?

£

Do you have to rent the garage as part of your tenancy agreement?
 No Yes

Personal care and support

No Yes
 How much?

£

Do you pay any service charges separate from your rent? For example, for cleaning or lighting in shared areas, an alarm system, a warden or lift maintenance.

No Yes
 How much?

£

What for?

Part 4 About rent – continued

What is your landlord's name and address?

By *landlord* we mean the person or organisation who owns the property you live in.

If your landlord has an agent, tell us their full name and address.

By *agent* we mean the person or organisation you actually pay your rent to.

Are you, your partner or your children related to your landlord or agent, or to your landlord's partner or the agent's partner? Related includes related through marriage, even if the marriage has ended.

No
 Yes

What is the relationship?

Postcode

Postcode

Part 5 About where you live

What sort of building do you live in?

Detached house

Semi-detached house

Terraced house

Maisonette

Bungalow

Other

Caravan, mobile home or houseboat

Board and lodgings

Hotel

Residential nursing home

Residential care home

Is there more than one floor?

No
 Yes

How many floors are there?

Which floors do you live on?

Do you and your household occupy only part of the building?

No
 Yes

Where in the building do you live?

At the front

In the middle

At the back

Part 5 About where you live – continued

How many rooms are there in the building?

Living rooms

Bed-sitting rooms

Bedrooms

Bathrooms

Toilets

Kitchens

Other rooms

In the whole building?

Just for you and your household?

That you share with other people?

Do you use your home for business?

No Yes

Do you have a main home somewhere else? If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.

No Yes What is the address?

Postcode

How much do you pay for this home?

£

Part 7 About being self-employed

Are you or your partner self-employed?

No Yes Go to Part 8.

Answer the questions on this page. You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other proof of your income. We will write to you about this.

You

Postcode

Your partner

Postcode

What kind of work do you do?

When did the business start?

What is the business address?

Are there any other partners in the business?

No Yes Tell us their name and address.

No Yes Tell us their name and address.

How many hours a week do you work?

Do you get a Business Start-up Allowance?

No Yes How much?

No Yes How much?

£ How often? Every

£ How often? Every

Do you pay into a private pension scheme?

No Yes How much?

No Yes How much?

£ How often? Every

£ How often? Every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

Part 6 About Income Support and income-based Jobseeker's Allowance

Are you or your partner getting or waiting to hear about a claim for Income Support or income-based Jobseeker's Allowance?

No Yes Go to Part 7.

Answer both the questions in this part, then go to Part 7.

You

No Yes When did you start getting it?

Your partner

No Yes When did they start getting it?

Are you or your partner getting Income Support or income-based Jobseeker's Allowance at the moment?

No Yes When did you claim?

No Yes When did they claim?

Part 8 About working for an employer

Do you or your partner work for an employer?

No Go to Part 9.
Yes Answer the questions on this page. If you work for more than one employer, tell us about all the employers on another piece of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

You

Your partner

What kind of work do you do?

What is your employer's name and address?

When did you start this job?

 / /

Are you employed for a limited period?

No When will you finish?
Yes / /

How often do you get paid?

Every

How much do you get paid?

£

When was your last pay rise?

/ /

How many hours a week do you work?

Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) from your employer at the moment?

No
Yes

Are you getting any other sick pay or maternity pay from your employer at the moment?

No
Yes

Do you pay into a private or company pension scheme?

No
Yes

How much?

£

How often?

Every

How much?

£

How often?

Every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof. If you get tips or bonuses, tell us about these in Part 14.

Part 9 About any other work

Do you or your partner do any other work at all? This could be voluntary work or any other work, even if it is not paid work.

No Go to Part 10.
Yes Answer the questions on this page.

You

Your partner

What kind of work do you do?

What is the name and address of the person you do this work for?

When did you start this work?

 / /

Do you get paid? If you only get expenses or tips, still tick 'Yes' and give details.

No
Yes How much?

£
How often?
Every

No
Yes How much?
£
How often?
Every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

Part 10 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?
Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Attendance Allowance
- Disability Living Allowance
- Disabled Person's Tax Credit
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Retirement Pension
- Severe Disablement Allowance
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's or Widower's Benefits
- Working Families' Tax Credit
- Statutory Sick Pay or Statutory Maternity Pay

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate page and send it with the form.

No Go to Part 11.
Yes Tell us about the benefits below.

If you are sending a separate sheet of paper, tick this box.

The name of the benefit	You	Your partner
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much? <input type="checkbox"/> £ <input type="checkbox"/> How often? <input type="checkbox"/> Every	<input type="checkbox"/> How much? <input type="checkbox"/> £ <input type="checkbox"/> How often? <input type="checkbox"/> Every
The name of the benefit	<input type="checkbox"/>	<input type="checkbox"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much? <input type="checkbox"/> £ <input type="checkbox"/> How often? <input type="checkbox"/> Every	<input type="checkbox"/> How much? <input type="checkbox"/> £ <input type="checkbox"/> How often? <input type="checkbox"/> Every
The name of the benefit	<input type="checkbox"/>	<input type="checkbox"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much? <input type="checkbox"/> £ <input type="checkbox"/> How often? <input type="checkbox"/> Every	<input type="checkbox"/> How much? <input type="checkbox"/> £ <input type="checkbox"/> How often? <input type="checkbox"/> Every

Part 11 About other money coming in

Do you or your partner, or any children you are claiming for, have any money coming in that you have not already told us about on this form?

No Go to Part 12.
Yes Answer the questions on this page.

This includes occupational pensions; maintenance or child support for you, your partner or any of the children you have told us about on this form; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

Other money 1

What is the money for?

Who gets it?

How much do they get?

How often?

£

Every

Other money 2

What is the money for?

Who gets it?

How much do they get?

How often?

£

Every

Other money 3

What is the money for?

Who gets it?

How much do they get?

How often?

£

Every

Does anyone owe money to you, your partner, or any children you are claiming for?

No Yes What for?

How much?

£

We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

Do you, your partner, or any children you are claiming for have any capital, savings or investments?
This includes current accounts and savings accounts with a bank or building society, post office accounts, premium bonds or stocks and shares.

No Go to Part 13.
Yes

Answer all the questions in this part. We must see proof of all the capital, savings and investments. Read the checklist at Part 15 to see what you can use as proof.

Do you or your partner, or any children you are claiming for, have any bank accounts?

No Tell us about bank accounts. If there are more than 2 bank accounts, tell us about the others on a separate piece of paper and send it with this form.
Yes

If you are sending a separate sheet of paper, tick this box.

Name of bank	<input type="text"/>	Account number	<input type="text"/>
Whose name is the account in?	<input type="text"/>	How much is in the account?	<input type="text"/>
			£
Name of bank	<input type="text"/>	Account number	<input type="text"/>
Whose name is the account in?	<input type="text"/>	How much is in the account?	<input type="text"/>
			£

Do you, your partner, or any children you are claiming for have any building society accounts?

No Tell us about building society accounts. If you have more than 2 building society accounts, tell us about the others on a separate piece of paper and send it with this form.
Yes

If you are sending a separate sheet of paper, tick this box.

Name of building society	<input type="text"/>	Account number	<input type="text"/>
Whose name is the account in?	<input type="text"/>	How much is in the account?	<input type="text"/>
			£
Name of building society	<input type="text"/>	Account number	<input type="text"/>
Whose name is the account in?	<input type="text"/>	How much is in the account?	<input type="text"/>
			£

Do you, your partner, or any children you are claiming for have any post office accounts? This includes savings accounts and Girobank accounts.

No Tell us about post office accounts. If you have more than 2 post office accounts, tell us about the others on a separate piece of paper and send it with this form.
Yes

If you are sending a separate sheet of paper, tick this box.

Type of account	<input type="text"/>	Account number	<input type="text"/>
Whose name is the account in?	<input type="text"/>	How much is in the account?	<input type="text"/>
			£
Type of account	<input type="text"/>	Account number	<input type="text"/>
Whose name is the account in?	<input type="text"/>	How much is in the account?	<input type="text"/>
			£

Do you, your partner, or any children you are claiming for have any premium bonds?

No Value
Yes

Do you, your partner, or any children you are claiming for have any National Savings Certificates?

No Issue number Value
Yes Issue number Value
How many?
How many?

Do you, your partner, or any children you are claiming for have any stocks, shares, bonds or unit trusts?

No Company name
Yes Company name
Company name
How many?
How many?

Part 12 About capital, savings and investments – continued

Do you, your partner, or any children you are claiming for have any other capital, savings or investments? Tell us about any TESSAs or ISAs here.

No Yes Tell us about this.

Do you, your partner, or any children you are claiming for own or partly own any land or property other than the home you live in?

No Yes What is the address?

Postcode

Part 13 How you want to be paid

We can pay your Housing Benefit by cheque, straight into your bank or building society account, or straight into your landlord's bank or building society account.

How do you want us to pay your Housing Benefit?

- I want to be paid by cheque.
- I want my benefit to go straight into my landlord's bank or building society account. We will contact you about this.
- I want my benefit to go straight into my bank or building society account. Tell us the following details.

Name of bank or building society

Address

Whose name is the account in?

Account number

Sort code

Postcode				

Part 14 Anything else you need to tell us

Use this box to tell us anything else you think we should know about. Use a separate sheet and attach it to this form if you need to.

If you are sending a separate sheet of paper, tick this box.

Part 15 Checklist

Please tick to tell us what proof you are sending with this form. We must see original documents, not copies. If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one, and for any other adults living in your home.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your claim, but we will not be able to pay you any benefit until we have all the proof. Please do not send valuable items through the post. If you can, bring them into our reception. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

Proof of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We need to see at least 2 of these documents for each person.

Proof of capital, savings and investments

Such as all your bank, building society or post office books, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings.

Proof of earnings

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. We will contact your employer if you do not have these payslips. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far.

Proof of other income

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings.

Proof of benefits, allowances or pensions

Such as award notices or letters from social security confirming how much you get. If you do not have proof, let us know straight away. Please do not send order books through the post.

Proof of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

Proof of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

Part 16 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

Tell us why you have not claimed before.

Part 17 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.

Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

I know I must let the council know about any change in my circumstances which might affect my claim.

I declare the information I have given on this form is correct and complete.

Signature of person claiming

Date

Partner's signature

Date

If this form has been filled in by someone other than the person claiming:

Please tell us why you are filling in this form for the person claiming.

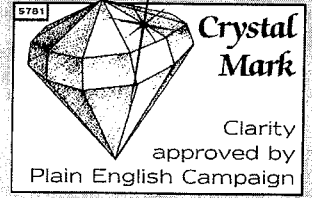
Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Notes for filling in the Housing Benefit and Council Tax Benefit claim form



About this form

The Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It may seem rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit. You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

Second Adult Rebate

Second Adult Rebate is a form of Council Tax Benefit for people who do not have a partner but who share their home with someone who:

- is 18 or over; and
- is on a low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 17 of this form.

Proof

We need to see proof of some of the things you tell us about. There is a checklist at the end of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof we have asked for.

Filling in the form

Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer 'Yes' or 'No' questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross we will have to send the form back, and this will delay the claim.

If someone else fills in the form for you, there is a special space for them to sign.

If you need help filling in the form

If you need any help, our phone number is 0123 456789. If you have problems hearing, our textphone number is 0123 987654. We are open between 9am and 5pm from Monday to Friday.

Or you can get in touch with an organisation like the Citizens Advice Bureau. The address and phone number of your nearest bureau is in The Phone Book.

If English is not your first language and you need help filling in the form, we may be able to help you. Please contact ...

إذا لم تكن الانجليزية لغتك الام واحتجت الى بعض المساعدة في ملء النموذج فقد يكون بمقدورنا مساعدتك. يرجى الاتصال بـ

যদি ইংরেজী আপনার প্রথম ভাষা না হয় এবং ফর্ম ভরতে আপনার সাহায্যের প্রয়োজন হয়, আমরা আপনাকে সাহায্য করতে পারি। অনুগ্রহ করে যোগাযোগ করুন...

如果您的母語不是英語并且在填表時遇到任何困難，或許我們對您有所幫助。請和我們聯系....

જો અંગ્રેજી તમારી પહેલી (માતૃ) ભાષા નહીં હોય અને આ ફોર્મ ભરવામાં તમને સહાય જોઈતી હોય તો, અમે તમારી મદદ કરી શકીએ છીએ. કૃપા કરી સંપર્ક કરો

ਜੇਕਰ ਇੰਗਲਿਸ਼ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਫਾਰਮ ਭਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਮੁਸ਼ਕਿਲ ਹੈ ਕਿ ਅਸੀਂ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕੀਏ। ਕਿ੍ਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ

Haddii Ingiriisiga aanu ahayn afkaaga koobaad una baahan tahay in lagaa gargaaro buuxinta wargada, waxa dhici karta inanu ku caawino. Fadlan la xidhiidh...

اگر انگلیش آپ کی مادری زبان نہیں ہے اور آپ کو اس فارم کو پُر کرنے میں مدد کی ضرورت ہے تو ہم آپ کی مدد کر سکتے ہیں۔ براہ مہربانی رابطہ قائم کریں۔

Nêu Anh ngữ không phải là ngôn ngữ chính của quý vị và quý vị cần được trợ giúp để điền mẫu đơn này, chúng tôi có thể giúp đỡ. Vui lòng liên lạc với ...

What to do next

When you have filled in the form, sign it and send it to us, with the proof we need to see, in the envelope we have sent you. Or you can bring the form and the proof in to us at:

(Local authority's reception or benefit office address)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

If you cannot get the proof we need straight away, do not worry. Send the form to us, but let us know that you will be sending some proof later. If you do not send the form to us straight away, you might lose money. If you cannot get the proof within 2 or 3 weeks, let us know. We may be able to help you.

When we usually pay benefit from

If this is your first claim: we will usually pay your benefit from the Monday after we get your form.

If this is a repeat claim: if we get your form within 4 weeks of when your last claim finished, we will pay your benefit from the day after the last claim ended. If the form arrives more than 4 weeks after your last claim finished, we will only be able to pay your benefit from the Monday after we get your form.

Changes you must tell us about

Tell us straight away if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, changes;
- your capital, savings or investments change by more than £200;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job;
- your rent changes;
- you move;
- you or your partner are going to be away from home for more than a month;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You must tell us about these changes in writing – a phone call is not enough.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on.

It is an offence not to tell us about any change of circumstances that affects your benefit. We may take court action against you and if we pay you too much benefit, you may have to pay it back.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department of Social Security, the Employment Service and the Inland Revenue, as allowed by the law.

By law, we may check the information you have provided, or information provided about you by someone else, against other information we already have. We may also ask other agencies, organisations, local authorities or government departments to give us information they have about you to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

We are the data controller for the purposes of the Data Protection Act 1998.

If you want to know more about what information we have about you, or the way we use that information, you can ask.