

# Second Adult Rebate Form

Your name

Your address  
(including  
postcode)

Telephone

Address  
you want to  
claim for  
(including  
postcode)

For office use only

Claim number

Date of issue

Effective date

Council Tax account number

**IMPORTANT - Read the guidance notes to help you complete the sections relevant to your claim and to make sure you do not forget anything. You must fill in all the boxes where we have asked you to answer Yes or No. Return your form as soon as possible.**

This form is for you to apply for Second Adult Rebate based on the level of income of other adults in your household. The reduction in your liability, known as Second Adult Rebate may be awarded in respect of:

- A person over 18 years of age who is not liable to pay Council Tax **and**
- Is not the spouse or partner of the liable person **and**
- Whose gross income is less than limits set by the Government.

Please complete the details and return the form to the address on the last page or email to us.

## Section 1 About you. Please read guidance notes before completing this form.

Do you have a partner?

No

Yes

Are you or your partner disregarded for Council Tax purposes?

No

Yes

(examples are detailed in the guidance notes).

If you answered Yes, please give reason for disregard

Do you or your partner:

Own your home?

Live with parents or relatives?

Rent your home from a private landlord?

Live with friends?

Live in board or lodgings?

Rent your home from a housing association?

If you rent your home, when did your tenancy start?

When did you move in?

When did your partner  
move in?

What was your last address?

(including postcode)

What was your partners last address?

(including postcode)



The personal information you supply on this form will be used for the processing of Housing Benefit and Council Tax Support and will be used in accordance with the Data Protection Act 1998. For more information go to [www.eastherts.gov.uk/dataprotection](http://www.eastherts.gov.uk/dataprotection) or contact the Council's Information Management team by email on [foi@eastherts.gov.uk](mailto:foi@eastherts.gov.uk) or by telephone on 01279 655261.



## Section 2 About you and your partner

You

Your partner

Title (Mr, Mrs, Miss, Ms)

Surname or family name

First names

Any other surnames or family names you have used

Date of birth

National Insurance number

Letters

Numbers

Letter

Letters

Numbers

Letter

You must give us National Insurance Numbers and proof that they belong to you and your partner before we can pay Second Adult Rebate

## Section 3 About the second adult(s)

Person 1

Person 2

Title (Mr, Mrs, Miss, Ms)

Surname or family name

First names

Any other surnames or family names you have used

Date of birth

National Insurance number

Letters

Numbers

Letter

Letters

Numbers

Letter

Relationship to you  
(e.g. mother, friend)

Do they rent the property?

No

Yes

No

Yes

Date which they moved into the property

Are they in receipt of Income Support or Job Seekers Allowance (income based)?

No

Yes

No

Yes

If Yes, please provide proof. If No please complete section 4

## Section 4 Second adult(s) income

Please give details of all sources of income for the above named person(s) e.g. earnings, child benefit, interest from savings etc. The amount should be gross i.e. before tax etc

Name	Source/ Type of income	Amount £ - p	Period e.g. weekly, monthly etc
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Please supply proof of income - see guidance notes.

**Does the person named as the Second Adult pay rent to you for residing in your property?**

No

Yes

## Section 5 Your declaration

Please read this declaration carefully before you sign and date it. Remember, if you do not give us all the proof we have asked for in this form we may not be able to pay you any Second Adult Rebate.

I understand the following:

- If I give information that is incorrect or incomplete you may take action against me, which may include prosecution
- You will use the information I have provided to process my claim for Council Tax Second Adult Rebate. You may check the information with other sources
- 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 changes in my circumstances or of the second adult(s) which might affect my claim for Second Adult Rebate

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

**Signature**

**Date**

## How we collect and use the information

We collect the information you give on this form and information from supporting evidence and use it to process your claim for Second Adult Rebate. We may pass the information to the Department of Work & Pensions, the Employment Service and the Inland Revenue if the law allows this.

We may check the information you give us, or information about you which a third party gives us, with other information we hold. We also get information from certain third parties and give information to them to check the accuracy of information to prevent or detect crime or to protect public funds in other ways, if the law allows this. These third parties included government departments and local authorities.

We will not give information about you to anyone outside your respective council or use your information about you for other purposes.

We are the Data Controller for the purposes of the Data Protection Act 1988. If you want to know more about the information we have about you or the way we use your information, you can ask at your local office.

### Forms filled in by someone other than the person claiming

Please tell us why you are filling in this form for someone else.

**Name of peron who filled in the form**

**Signature**

**Date**

**Relationship to the person claiming**

**Please complete, print and return this form as soon as possible to:  
The Benefits Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ  
Alternatively click the send button below. This will open your email application and  
attach as a new message.**