

Housing Benefit and Council Tax Reduction (known as Council Tax Support) claim form

2016/17

Official use only

Case ref

Date issued

Date of receipt

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. This will open your email application
and attach as a new message.

SBC Tel: 01438 242440 EHC Tel: 01279 655261 Email: benefits@hertspartnership-ala.gov.uk

Your name

Your address
(inc postcode)

Telephone number

Email

Don't delay - claim today!

Do not delay returning this form if you do not have all the information that is 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. Please initial any alterations.
- Answer 'Yes' or 'No' questions by ticking ✓ 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 or do not answer a question 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 in Part 15. You must sign Part 15 as well.
- If you require help filling out this form or require a home visit due to illness or disability please call us between 9am and 5pm to discuss arrangements.

Please tick which you want to claim:

Housing Benefit and Council Tax Support can be claimed if you pay rent to a private landlord, Housing Association or the Council

Council Tax Support can be claimed if you are liable to pay Council Tax

Second Adult Rebate can be claimed if you are the only person liable for Council Tax and you have other adults living with you who are on a low income



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 or contact the Council's Information Management team by email on foi@eastherts.gov.uk or by telephone on 01279 655261.



Notes for filling in the claim form

About this form

The Housing Benefit and Council Tax Support claim form has been specially designed to be easy to fill in. It is long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of support.

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 Council Tax Support you can get if you share your home with someone who is not your partner, is on a low income, is 18 or over, and does not pay you rent.

If you are claiming Second Adult Rebate, only fill in Parts 1, 3, 13 and 15.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay your Housing benefit and/or Council Tax Support until we have seen the evidence we have asked for.

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. We will normally keep your records for up to seven financial years, and then they will be destroyed securely.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue and Customs, as allowed by law. We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

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

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

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

The Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use it, please ask us.

If we award Housing Benefit and/or Council Tax reduction

If we decide to award Housing Benefit and/or Council Tax Support, we will review your claim regularly. This may involve an unannounced visit to your home by our Visiting Officer. We may also post you a form that you should complete and return to us with all relevant supporting evidence.

Changes you must tell us about Tell the Council's benefits section straight away if;

- any of your children leave school or leave home; or
- anyone moves in or out of your home (including lodgers, joint tenants and subtenants); or
- your income or the income of anyone living with you, including benefits changes; or
- your capital, savings or investments change; or
- you or anyone living with you becomes a student; an apprentice; goes into hospital or a nursing home; goes into prison; or gets, changes or leaves a job; or
- you move house; or
- your rent changes
- you or your partner are going to be away from home for more than a month; or
- 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 on the message.

It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you. If we pay you too much benefit, in most cases, you will have to pay it back.

If you are just claiming Second Adult Rebate, only fill in Parts 1, 3, 13 and 15 of this form.

Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

Yes

A partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple). Even if your partner only comes home at weekends, or part of the week, you must include them.

If you have a partner, you must answer all the questions about them, as well as yourself

You

Your partner

Surname or family name

Other names

Any other surnames or family names you have used, such as before marriage or in a previous marriage

Title (Mr, Mrs, Ms and so on)

Address (including postcode)

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

What date did you move in to this address? (first spent the night there)

Your daytime phone number

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

What is this number?

Please tick.

Home

Work

Home

Work

Mobile

Textphone

Mobile

Textphone

E-mail address

We want to deal with your claim as quickly as we can and if we have your e-mail address we will contact you this way.

Date of birth

Letters Numbers

Letter Letters Numbers

Letter

National Insurance number

You can find this on payslips or letters from social security or the tax office. We can decide your claim only if we see evidence that this is your National Insurance number (see part 16).

If you do not have a National Insurance number, or cannot find it, tick this box.

If you do not have a National Insurance number, or cannot find it, tick this box.

We must see evidence of you and your partner's identity and National Insurance number. If you or your partner are asylum seekers, you must provide your current Home Office letter. Read the checklist in part 16.

Part 1 About you and your partner - continued

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 (including postcode) where you are living at the moment.

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

Have you or your partner claimed Housing Benefit or Council Tax Support before?

You

Your partner

No Yes

No Yes

When did you claim?

When did you claim?

Which council did you claim from?

Which council did you claim from?

What name did you claim in?

What name did you claim in?

What address (including postcode) did you claim for?

What address (including postcode) did you claim for?

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

At this address, were you a

Home owner
Council tenant
Private tenant
Boarder

Home owner
Council tenant
Private tenant
Boarder

Part 1 About you and your partner - continued

	You		Your partner			
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.
What is your nationality?						
If your nationality is not British, on what date did you last enter the UK? The UK is England, Northern Ireland, Scotland and Wales.						
Are you or your partner in hospital at the moment?	No	Yes		No	Yes	
When did you go in?						
When will you come out?						
Do you or your partner get Disability Living Allowance?	No	Yes		No	Yes	
Do you or your partner get Personal Independence Payment (PIP)?	No	Yes		No	Yes	
Do you or your partner get Attendance Allowance?	No	Yes		No	Yes	
Does anyone get Carer's Allowance for looking after you or your partner?	No	Yes		No	Yes	
Have you or your partner ever claimed Carer's Allowance or Invalid Care Allowance? Still tick 'Yes' if you claimed but were not paid any money.	No	Yes		No	Yes	
Do you or your partner have a vehicle from a mobility scheme?	No	Yes		No	Yes	
Are you or your partner a student?	No	Yes		No	Yes	
	Do you study full time or part time?			Do you study full time or part time?		
	Full time	Part time		Full time	Part time	
Tick if you or your partner are:						
an apprentice						
on youth training						
in legal custody						
severely mentally impaired						
registered blind						
long-term sick or disabled						

Part 2 About children

You may be able to get more benefit if there are children in your household and they are:

- under 16; or
- aged 16 to 20 and in full-time further education or approved training.

Are there any children in your household?

No Go to **Part 3**.

Yes If there are more than 4 children, use a separate sheet of paper to tell us all the information we ask for on this page.

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

First child

Second child

Third child

Fourth child

Surname or family name

Other names

Date of birth

What is the child's sex?

Male

Female

Male

Female

Male

Female

Male

Female

The child's relationship to you

The child's relationship to your partner

Usual address (including postcode) if different from yours

Child Benefit number

Who gets the Child Benefit for them?

We need to see proof of this.

Is the child registered blind?

No

Yes

No

Yes

No

Yes

No

Yes

Does the child get Disability Living Allowance?

No

Yes

No

Yes

No

Yes

No

Yes

Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?

No

Yes

No

Yes

No

Yes

No

Yes

If yes, please tell us the name and registration number of the childcare provider.

How much do you pay a week?

Part 3 About other people who live with you

Do any adults usually live with you and any partner you have?

No Go to **Part 4**.

Yes Answer all questions in this section

By adults we mean people over 16 who nobody gets Child Benefit for. Do not tell us about people who just share a hall, bathroom or toilet with you. Now tell us about all the people who usually live with you and your partner. If you want to tell us about more than 3 people, use a separate sheet of paper.

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

First person

Second person

Third person

Surname or family name

Other names

Date of birth

Their relationship to you or your partner

Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.

When did they move in?

Do they get Income Support, income-based Jobseeker's Allowance, Universal Credit, Pension Credit or Employment and Support Allowance (income-related)?

No

Yes

No

Yes

No

Yes

Do they get Disability Living Allowance or Attendance Allowance?

No

Yes

No

Yes

No

Yes

Do they get Personal Independence Payment (PIP)?

No

Yes

No

Yes

No

Yes

Are they registered blind?

No

Yes

No

Yes

No

Yes

Are they

Full-time student

Student nurse

Care worker

Apprentice

None of the above

Full-time student

Student nurse

Care worker

Apprentice

None of the above

Full-time student

Student nurse

Care worker

Apprentice

None of the above

Part 3 About other people who live with you - continued

	First person		Second person		Third person	
Do they pay rent or money for board and lodgings to you or your partner?	No	Yes	No	Yes	No	Yes
			How much per week?			
Are they severely mentally impaired?	No	Yes	No	Yes	No	Yes
Are they in legal custody at the moment?	No	Yes	No	Yes	No	Yes
	When are they expected to be released?					
Are they in hospital at the moment?	No	Yes	No	Yes	No	Yes
	When did they go in?		When did they go in?		When did they go in?	
Do they normally work for 16 hours or more a week?	No	Yes	No	Yes	No	Yes
	Tell us their earnings before any deductions.					
Do they have any other income?	No	Yes	No	Yes	No	Yes
This includes any benefits, allowances, tax or pension credits you have not told us about on this form and interest from savings and investments.	First other type of income					
	How much is it before deductions per week?					
	Second other type of income					
	How much is it before deductions per week?					
	Third other type of income					
	How much is it before deductions per week?					
Are any of the people who live with you married to each other, civil partners of each other, or living together as if they are married or civil partners?	No	Yes				
			Tell us their names			
			is the partner of			
			and			
			is the partner of			

**We must see evidence of all income and interest from savings for the people shown above.
Read the checklist in Part 16.**

Part 4 About rent - continued

Do you rent your home?

- No** Go to **Part 6**.
Yes Answer all the questions in this section

How much is the rent for your home?

£

every

For example, every week/fortnight/4 weeks/month)

What date did your tenancy start?

May we discuss the progress of your claim with your landlord?

We will not disclose personal/income information

- No** **Yes** Please sign here

I authorise the Council to discuss the progress of my claim with my landlord.

Signature

Date

Do you rent your home from the Council?

Tick 'Yes' if you would pay rent but already get Housing Benefit

- No** Answer all the questions in this section
Yes Go to **Part 5**.

What is your landlord's name and address?

By landlord, we mean the person or organisation who owns the property you live in (including postcode).

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 (including postcode).

Are you, your partner, or any of your or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner? Related includes through marriage,

even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

No **Yes**
 What is the relationship?

is my landlord's or agents

Are you or your partner a director, shareholder or employee of your landlord?

No **Yes**

Have you or your partner owned your current home in the last 5 years?

No **Yes**

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

No **Yes**

Tell us their names and their relationship to you and your partner

How much of the rent do you pay?

£

every

For example, every week/fortnight/4 weeks/month)

Part 4 About rent - continued

Who is liable for council tax at this address?

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

No Yes

Are there any weeks when you do not have to pay rent?

No Yes How many in a year?

Are you behind with your rent?

No Yes By how many weeks?

Does your rent include money for the following

Meals

No Yes Which meals are included?

All
Breakfast
Evening

Water authority charges

No Yes

Heating

No Yes

Lighting

No Yes

Hot water

No Yes

Fuel for cooking

No Yes

Is anything included or separate from your rent that you have not already told us about?

No Yes What is it?

Please tick to show if the property is let as

furnished
partly furnished
minimally furnished
unfurnished

This means completely furnished.
This means some furniture, but not all.
This means just two or three items.
This means no furniture at all.

Part 5 About where you live

What sort of building do you live in?

Tick one box only.

Detached house

Caravan, mobile home or houseboat

Flat in a block

Terraced house

Hotel

Bedsit or rooms

Detached Bungalow

Other (please say what)

Flat in a house

Semi-detached house

Board and lodgings

Flat over a shop

Maisonette

Residential care home

Part 5 About where you live - continued

How many rooms are there in the building?

In the whole building

Just for you and your household

That you share with other people

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Separate toilets

Kitchens

Other rooms

What are these other rooms?

Do you have a bedroom which is used overnight by someone who cares for you or your partner but does not live at your address?

No

Yes

If yes please provide their permanent address

Do you use your home for business purposes?

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?

Part 6 About Income Support, income-based Jobseeker's Allowance, Universal Credit, Pension Credit (Guaranteed Credit) and Employment and Support Allowance (income-related)

Are you or your partner getting Income Support, income based Jobseeker's Allowance, Universal Credit, Pension Credit (Guarantee Credit) or Employment and Support Allowance (income related) at the moment?

No

Yes

When did you start getting it?

No

Yes

When did you start getting it?

Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Universal Credit, Pension Credit (Guarantee Credit) or Employment and Support Allowance (income-related)?

No

Yes

When did you claim?

No

Yes

When did you claim?

Part 7 About benefits, tax credits and state pensions

Are you or your partner getting any of the benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed? Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed. Please put a line through any boxes that do not apply to you or your partner. We will need to see evidence of the benefit or credit, such as an award letter.

No Go to **Part 8**.
Yes Tell us about the benefits below.

Pensions	You			Your partner		
	Yes	How much do you get?	How often is it paid?	Yes	How much do you get?	How often is it paid?
State Retirement Pension		£			£	
Pension Credit (Savings Credit)		£			£	
Widow's Allowance or Bereavement Allowance		£			£	
Widowed Parent's Allowance or Widow's Pension		£			£	
War Widow's or War Dependant's Pension		£			£	
War Disablement Pension		£			£	
Industrial Injury/Disablement Pension		£			£	
Exceptionally Severe Disablement Allowance		£			£	
Benefits and allowances						
Contribution-based Job Seeker's Allowance		£			£	
Child Tax Credit		£			£	
Working Tax Credit		£			£	
Employment Training Allowance		£			£	
Child Benefit		£			£	
Incapacity Benefit		£			£	
Employment and Support Allowance - contribution based		£			£	
Personal Independent Payment		£			£	
Attendance Allowance		£			£	
Disability Living Allowance:						
Mobility Component		£			£	
Care Component		£			£	
Carer's Allowance		£			£	
Severe Disablement Allowance		£			£	
Maternity Allowance		£			£	
Fostering Allowance		£			£	
Any other benefit, pension or money from the government		£			£	
Are you repaying a Social Fund loan or overpayment for any of these benefits?	No	Yes	Which one?	No	Yes	Which one?
Have you or your partner deferred (put off) receiving a pension?	No	Yes	Please give details	No	Yes	Please give details

Part 8 Income other than earnings

Do you or your partner have any money coming in (or expect to have some money coming in) that you have not already told us about on this form? You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the Macfarlane Trust.

No Go to **Part 9**.

Yes Answer the questions on this page.

	You			Your partner		
	Yes	How much do you get?	How often is it paid?	Yes	How much do you get?	How often is it paid?
Private Pension 1 paid by				<input type="text"/>		
		£			£	
		Date of next increase			Date of next increase	
Private Pension 2 paid by				<input type="text"/>		
		£			£	
		Date of next increase			Date of next increase	
Pension Protection Fund Payments		£			£	
Youth Training Scheme payment or Training Credits		£			£	
Maintenance for you		£			£	
Maintenance for your child - including CSA		£			£	
Student grant or loan		£			£	
Payments from boarders		£			£	
Weekly amount from letting or sub-letting part of a property		£			£	
Payments from a charity		£			£	
Any other income e.g. Redundancy or Loan Protection Payments (please give name)		£			£	

We must see evidence of any money or pension coming in before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 9 About working for an employer

	You	Your partner
Do you or your partner work for an employer?	No Go to Part 10 Yes Answer the questions in this part	No Go to Part 10. Yes Answer the questions in this part
Do you or your partner work for more than one employer?	No Yes	No Yes
What kind of work do you do?	Tell us about all the employers on a separate sheet of paper and send it with this form. Include all the information asked for below. If you are sending a separate sheet of paper, tick this box.	
How many hours a week do you work?		
What is your employer's name and address (including postcode)?		
When did you start this job?		
How much do you get paid before tax and National Insurance is taken off?		
How often do you get paid?		
How are you paid? For example, in cash, by cheque or straight into a bank or building society account.		
How many hours a week do you usually work?		
Give details of any overtime, bonuses, commission or tips.		
Are you getting Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?	No Yes When did it start?	No Yes When did it start?
Do you pay into a private or company pension scheme?	No Yes How much? How often?	No Yes How much? How often?

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 10 About being self-employed

	You		Your partner	
Are you or your partner self employed?	No	Go to Part 11 .	No	Go to Part 11 .
	Yes	Answer the questions on this page.	Yes	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 evidence of income. We will write to you about this.

What kind of work do you do?

When did the business start?

What is the business address?
(including postcode)

Are you a director of the business?

No

Yes

No

Yes

Are there any other partners in the business?

No

Yes

No

Yes

Other business partners address?
(including postcode)

How many hours a week do you work?

	You			Your partner		
Did you get a Business Start-up Allowance?	No	Yes	How much?	No	Yes	How much?
			How often?			How often?
Do you pay into a private or company pension scheme?	No	Yes	How much?	No	Yes	How much?
			How often?			How often?

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 11 About any other work

	You		Your partner	
Do you or your partner do any other work? This could be voluntary work, therapeutic work or any other work.	No	Go to Part 12 .	No	Go to Part 12 .
	Yes	Answer the questions in this part	Yes	Answer the questions in this part
What kind of work do you do?				
What is the name and address of the person you do this work for? (including postcode)				
When did you start this work?				
How many hours a week do you usually work?				
Do you get paid for this work?	No	Yes How much?	No	Yes How much?
		How often?		How often?

**We must see evidence of any earnings before we can decide how much benefit you can get.
Read the checklist at Part 16 to see what you can use as evidence.**

Part 12 About bank accounts, savings, investments and property

	You		Your partner	
	No	Yes Answer the questions on this page.	No	Yes Answer the questions on this page.
<p>Do you, or your partner, have any bank accounts, savings, property or investments in the UK or abroad?</p> <p>This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, stocks, shares and property.</p>				
	<p>Answer all the questions in this part. We must see evidence of all the capital, savings and investments.</p> <p>We will need statements or pass books covering the last 2 months at least.</p>			

Please answer these questions for yourself and your partner. Please include empty and overdrawn accounts, whether in one name or joint names held with someone else.

		Account number/name/ other details	Your balance/ value	Partner's balance/value
<p>Do you have bank, building society or post office accounts? (including current accounts). If yes, please give details.</p>	No		£	£
	Yes		£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£

		Name of stock, share or unit trust	Number held
<p>Do you have any stocks, shares, unit trusts? If yes, list the names of investments and number of shares held.</p>	No		
	Yes		

<p>Do you have National Savings Certificates? If yes, list the issue, purchase date and number of units.</p>	No
	Yes

People who have more than £16,000 in capital are not eligible to receive benefit (although special rules apply to people who receive guaranteed pension credit). Capital includes money, property, land or capital held outside the United Kingdom.

Part 12 About bank accounts, savings, investments and property - continued

Do you have other investments, redundancy payments, premium bonds, Tassas, ISAs, SAYE, cash etc?

If yes, please give details. (Please also use this space if you need to tell us more about any of the above savings.

No
Yes

Have you or your partner received any backdated benefit or deferred payments, such as State pension, which you have added to your savings?

If yes, please give details.

No
Yes

Do you or your partner own or partly own any property or land except the home you live in, either in the UK or abroad? Tick 'Yes', even if you have a mortgage or loan for the property or land. This includes jointly owned properties. Please tell us the address.

No
Yes

How much is it worth

£

If you have a mortgage or loan for this, how much is left to repay?

£

Have you or your partner received compensation payment relating to the second world war?

No Yes

Part 13 Backdating

We can usually award benefit from the Monday after the day we get 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 the benefit from and why you did not claim before.

Tell us the date you want to claim Council Tax Support from (maximum up to six months before the date you claimed).

Tell us the date you want to claim Housing Benefit from (maximum up to one month before the date you claimed).

Tell us all the reasons why you could not claim before today.

Part 14 Anything else you need to tell us

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

If you are sending separate sheets of paper with this form, tell us how many.

Part 15 Declaration

Even if someone else has partly or fully filled in this form for you, you **MUST** sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm that all the details about them are correct. 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 Council Tax Support and/or Housing Benefit, or to assess any discount or grant for Council services. You may check the information with other sources as the law allows.
- You may use any information I have provided for this and any other claim for social security benefits that I have made or may make. This includes any discretionary hardship payment. We may give some information to other government organisations, such as government departments and local councils, if the law allows this. The Council may share data with the government in order to combat fraud and reduce error and this includes the use of tracing agents.

I know I must let the Council's Benefit Section know immediately in writing about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me. This may include court action.

I declare that this is my claim for Council Tax Support and/or Housing Benefit the information I have given on this form is correct and complete.

I authorise the Council to make any necessary enquiries to check that the information is true and correct. I have read and understood this declaration, and my responsibilities in reporting any changes in my circumstances to the Council.

**Signature of
person claiming**

Date

Partners Signature

Date

If this form has been partly or fully filled in by someone who is not the person claiming, please tell us why you are filling in this form for the person claiming.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct. If I am making this claim on behalf of the above person, I understand that I am liable for what I have written on the form and accept that the declaration applies to me.

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

Date

**Signature of
person claiming**

**Relationship to the
person claiming**

Part 16 Check list

Please tick to tell us what evidence you are sending with this form. We must see original documents, not copies. If you bring them to our Customer Service Centre, we will take the details we need and give you the documents back straight away.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one, and for any other adults living in your home.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, but we will not be able to pay you any benefit until we have all the evidence.

Please tell us now in Part 14 if you cannot supply the evidence within one month.

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, current Home Office letter, EU identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

Evidence of savings, investments and property

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, TESSAs, stocks, shares and unit trusts. The evidence you send must show details for at least the last 2 months. Electronic bank statements are acceptable but they must be accompanied by a signed statement.

Evidence 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 can send a form to your employer to fill in 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. We can supply a form for electronic payslips are acceptable if you do not receive paper payslips. These must be accompanied by a signed statement from you.

Evidence 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 evidence of any money people pay you for board and lodgings.

Evidence of benefits, allowances, tax credits, pension credits or pensions

Such as current award notices or letters from the Department for Work and Pensions confirming how much you get. If you do not have evidence, let us know straight away.

Evidence of other money paid out

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

Evidence of private rent and tenancy

Such as rent book, rent receipts, a tenancy agreement, or a letter from your landlord, or we can supply a form.

Part 17 For Housing Benefit and Council Tax Support enquiries at our offices

Claims for East Herts Council

Council Offices, The Causeway, Bishop's Stortford CM23 2ER
Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ
Tel: **01279 655261** Weds 8.30am - 12:30pm
www.eastherts.gov.uk

Mon - Fri 8.30am - 5pm
Tues 8.30am - 4pm

Claims for Stevenage Borough Council

Customer Services Centre, Daneshill House,
Danestrete, Stevenage, Herts SG1 1HN
Tel: **01438 242440**
www.stevenage.gov.uk

Mon - Fri 8:30am - 5:30pm

If you cannot get to us, phone us and we can arrange for our Visiting Officer to come to you.

- You can Fax us on **01992 531442**
- We will provide signers, lipspeakers and deaf blind interpreters by appointment

Email: benefits@hertspartnership-ala.gov.uk

Part 18 How you will be paid and the choice you have

- If you are awarded Council Tax Support we will credit this to your council tax account.
- If you are a Council Tenant we will pay any housing benefit you are due straight into your rent account.
- If you pay rent to a private landlord, we will pay any benefit directly to you. If you feel this will cause you difficulties, please request a 'Direct Payments to Landlord form'.
- If you pay rent to a Housing Association, you can either have your benefit paid to you or direct to your landlord.

Please 'tick' how you would like to be paid

Myself

My landlord

Payment to you or your landlord will be made by direct credit to a current or basic account.

Please complete the details of the account to be credited.

Account holder name

**Name of bank/
building society**

Branch

Account number

Sort code

Please pay any Housing Benefit I may be entitled to by the method I have ticked. I understand that once I have selected a payment method, the Council cannot change it without written instructions. I understand that if payments go to my landlord or agent, they must agree in writing to any change.

Your signature

Landlord's signature

If you have not got a current or basic account, and have previously been unable to open one, banks have leaflets giving details of the new Basic Bank Accounts you can open. With a Basic Bank Account you will receive a cash-machine card, which you can usually use to draw cash in post offices, but not a debit card, cheque book or overdraft.

If you can't open any sort of bank account, or can't manage a bank account, we may be able to pay your Housing Benefit by cheque. Please explain why you can't open a bank account or receive payment direct to an account.

We will treat the information you give us on this form confidentially. We will use it to work out your Housing Benefit and Council Tax reduction. We will put this information on a computer system registered under the Data Protection Act 1984. We may check it with other information held about you.

Independent Advice is available from your local Citizens Advice Bureaux

Bishop's Stortford

74 South Street
Bishop's Stortford
CM23 3AZ

Buntingford

Manor House
High Street
Buntingford
SG9 9AB

Sawbridgeworth

Town Council Offices
Sayesbury Manor
Bell Street
CM21 9AN

Ware

Meade House (behind library)
85 High Street
SG12 9AD

Stevenage

Swingate House
Danestrete
Stevenage
SG1 1AF

Hertfordshire telephone advice line

03444 111 444

10am-4pm Monday - Friday

www.ehcas.org.uk