THREE RIVERS DISTRICT COUNCIL

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Office date stamp

Initials

A claim form for Housing Benefit and Council Tax Benefit

There are notes to help you fill in this form at the back of the form.

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

Please fill in this form in black ink.

Are you:

- a council tenant? ☐
- an owner-occupier? ☐
- a private tenant? ☐
- a housing association or social landlord tenant? ☐

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, as well as yourself.

	You	Your partner
Surname or family name		
Other names		
Any other names you have used		
Title (Mr, Mrs, Ms, other)		
Address, including the room number if you have one Do not tell us your partner's address if it is the same as yours.	Postcode	Postcode
What date did you move to this address?	/ /	/ /
Your daytime phone number (including the dialling code)		
What is this number?	Home ☐ Work ☐ Mobile ☐ Textphone ☐	Home ☐ Work ☐ Mobile ☐ Textphone ☐
Date of birth	/ /	/ /
National Insurance (NI) number You can find this on payslips or letters from social security or the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.	Letters Numbers Letter	Letters Numbers Letter
	If you do not have a National Insurance number, or cannot find it, tick this box. ☐	If your partner does not have a National Insurance number, or cannot find it, tick this box. ☐

	You	Your partner
Have you or your partner claimed Housing Benefit or Council Tax Benefit before?	No ☐ Yes ☐ Please tell us about it below.	No ☐ Yes ☐ Please tell us about it below.
When did you last claim?	/ /	/ /
Which council did you claim from?		
What name did you use for the claim?		
What address did you claim for?	Postcode	Postcode
If you have moved from this address, have you told the council you claimed from?	No ☐ Yes ☐	No ☐ Yes ☐
If you or your partner have moved home in the last 12 months, tell us your last address if it is different from the address you have given above.	Postcode	Postcode
Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.		

We need to see proof of your identity and NI number. See the checklist at Part 15.

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 two years?	No ☐ Yes ☐ We will write to you about this.	No ☐ Yes ☐ We will write to them about this.
What is your nationality?		
If your nationality is not British, on what date did you last enter and apply to stay in the UK? The *UK* is England, Northern Ireland, Scotland and Wales.	/ /	/ /
Are you or your partner in hospital at the moment?	No ☐ Yes ☐ Please tell us about it below.	No ☐ Yes ☐ Please tell us about it below.
When did you go in?	/ /	/ /
When will you come out (if you know this)?	/ /	/ /
Do you or your partner get Disability Living Allowance?	No ☐ Yes ☐ How much?	No ☐ Yes ☐ How much?
	Care £	Care £
	Mobility £	Mobility £

	You	Your partner
Do you or your partner get Attendance Allowance?	**No** ☐ **Yes** ☐ We will write to you about this.	**No** ☐ **Yes** ☐ We will write to them about this.
Does anyone get Carer's Allowance for looking after you or your partner?	**No** ☐ **Yes** ☐ We will write to you about this.	**No** ☐ **Yes** ☐ We will write to them about this.
Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it because you are getting another benefit instead?	**No** ☐ **Yes** ☐ We will write to you about this.	**No** ☐ **Yes** ☐ We will write to them about this.
Do you or your partner pay towards the upkeep of a student?	**No** ☐ **Yes** ☐ How much do you pay and how often? £ every	**No** ☐ **Yes** ☐ How much do they pay and how often? £ every
Are you or your partner a student? By *student* we mean anyone who is on a course of study at an educational establishment, including student nurses.	**No** ☐ **Yes** ☐ Tell us if this is full or part time. Full time ☐ Part time ☐	**No** ☐ **Yes** ☐ Tell us if this is full or part time. Full time ☐ Part time ☐
How much of your income is taken into account when working out your grant?	£ a year	£ a year
Please 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	☐	☐
Do you or your partner have a vehicle from a Mobility scheme?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐

We will contact you if we need any more information.

Part 2 About children

We need to know about any children in your household who are:
- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16, 17 or 18 and in education doing a course not higher than GCE A level, SCE Higher level or GNVQ (advanced).

Are there any children in your household as described above?

No ☐ Go to **Part 3**.

Yes ☐ If there are more than three children, use a separate sheet of paper to tell us all the information we ask for on this page and send it with the form.

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

	First child	Second child	Third child
Last name			
Other names			
Date of birth	/ /	/ /	/ /
What is the child's sex?			
The child's relationship to you			
The child's relationship to your partner			
Usual address, if different from yours			
Child Benefit number			
Who gets the Child Benefit for them? We need to see proof of this.			
Does the child have any savings?	**No** ☐ **Yes** ☐ How much are their savings? £ We need to see proof of this.	**No** ☐ **Yes** ☐ How much are their savings? £ We need to see proof of this.	**No** ☐ **Yes** ☐ How much are their savings? £ We need to see proof of this.
Is the child registered blind?	**No** ☐ **Yes** ☐ We need to see proof of this.	**No** ☐ **Yes** ☐ We need to see proof of this.	**No** ☐ **Yes** ☐ We need to see proof of this.
Does the child get Disability Living Allowance?	**No** ☐ **Yes** ☐ How much?	**No** ☐ **Yes** ☐ How much?	**No** ☐ **Yes** ☐ How much?
Care	£	£	£
Mobility	£	£	£
Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club?	**No** ☐ **Yes** ☐ Please tell us about it below.	**No** ☐ **Yes** ☐ Please tell us about it below.	**No** ☐ **Yes** ☐ Please tell us about it below.
Tell us the name and registration number of the minder.			
How much do you pay a week?	£ a week We need to see proof of this.	£ a week We need to see proof of this.	£ a week We need to see proof of this.

Part 3 About other people who live with you

Now tell us about all the people who usually live with you and your partner.
Do not tell us about people who just share a hall, bathroom or toilet with you.
If you want to tell us about more than three people, use a separate sheet of paper.

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

Do any adults usually 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 ☐ Fill in this section.

	First person	Second person	Third person
Last 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, boarder or friend.

	First person	Second person	Third person
Do they get Income Support, income-based Jobseeker's Allowance or Pension Credit (Guarantee Credit)?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
Do they get Disability Living Allowance or Attendance Allowance?	No ☐ Yes ☐ How much? £ a week	No ☐ Yes ☐ How much? £ a week	No ☐ Yes ☐ How much? £ a week
Are they registered blind?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No ☐ Yes ☐ Tell us which.	No ☐ Yes ☐ Tell us which.	No ☐ Yes ☐ Tell us which.
Do they pay rent or money for board and lodgings to you or your partner?	No ☐ Yes ☐ Tell us about it below. How much? £ a week	No ☐ Yes ☐ Tell us about it below. How much? £ a week	No ☐ Yes ☐ Tell us about it below. How much? £ a week
Does this include money for food?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
Does this include money for heating?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
Are they severely mentally impaired?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
Are they in legal custody at the moment?	No ☐ Yes ☐ When are they expected to come out? / /	No ☐ Yes ☐ When are they expected to come out? / /	No ☐ Yes ☐ When are they expected to come out? / /
Are they in hospital at the moment?	No ☐ Yes ☐ Tell us about it below.	No ☐ Yes ☐ Tell us about it below.	No ☐ Yes ☐ Tell us about it below.
When did they go in?	/ /	/ /	/ /
When are they due to come out (if you know)?	/ /	/ /	/ /

	First person	Second person	Third person
Do they normally work for 16 hours or more a week?	No ☐ Yes ☐ Tell us their earnings before any deductions. £ We need to see proof of their earnings.	No ☐ Yes ☐ Tell us their earnings before any deductions. £ We need to see proof of their earnings.	No ☐ Yes ☐ Tell us their earnings before any deductions. £ We need to see proof of their earnings.
Do they have any other income at all? Make sure you tell us about all other income they have.	No ☐ Yes ☐ Tell us about it below.	No ☐ Yes ☐ Tell us about it below.	No ☐ Yes ☐ Tell us about it below.

This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.

1 Where does this income come from?			
How much is it before deductions?	£	£	£
2 Where does this income come from?			
How much is it before deductions?	£	£	£
3 Where does this income come from?			
How much is it before deductions?	£	£	£
	We need to see proof of their income.	We need to see proof of their income.	We need to see proof of their income.

Are any of the people who normally live with you married to each other or living together as if they were married? We call these people *partners*.

No ☐
Yes ☐ Tell us their names below.

_____ is the partner of _____

_____ is the partner of _____

Part 4 About Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee and Pension Credit

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

No ☐ Go to **Part 5**.
Yes ☐ Answer both the questions in this part.

	You	Your partner
Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee or Pension Credit at the moment?	No ☐ Yes ☐ When did you start getting it? / /	No ☐ Yes ☐ When did they start getting it? / /
Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee or Pension Credit?	No ☐ Yes ☐ When did you claim? / /	No ☐ Yes ☐ When did they claim? / /
Which benefit are you getting or waiting to hear about?	Income Support ☐ Income-based Jobseeker's Allowance ☐ Minimum Income Guarantee ☐ Pension Credit ☐	Income Support ☐ Income-based Jobseeker's Allowance ☐ Minimum Income Guarantee ☐ Pension Credit ☐

We must see evidence of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.

Part 5 About being self-employed

Are you or your partner self-employed?

No ☐ Go to **Part 6**.

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 your income. We will write to you about this.

	You	Your partner
What kind of work do you do?		
When did the business start?	/ /	/ /
What is the business address?	Postcode	Postcode
Do you have any business partners?	No ☐ Yes ☐ Tell us their name and address.	No ☐ Yes ☐ Tell us their name and address.
	Postcode	Postcode
How many hours a week do you usually work?		
Do you get a Business Start-up Allowance?	No ☐ Yes ☐ How much and how often? £ every	No ☐ Yes ☐ How much and how often? £ every
Do you pay into a private pension scheme?	No ☐ Yes ☐ How much and how often? £ every	No ☐ Yes ☐ How much and how often? £ every

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

Part 6 About working for an employer

Do you or your partner work for an employer?

No ☐ Go to **Part 7**.

Yes ☐ Answer the questions on this page. If you work for more than one employer, tell us about all the employers on a separate sheet 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?	Postcode	Postcode

	You	Your partner
When did you start this job?	/ /	/ /
What is your payroll, employee or staff number?		
Are you employed for a limited period?	No ☐ Yes ☐ When will you finish? / /	No ☐ Yes ☐ When will you finish? / /
How often do you get paid?	Every	Every
How much do you get paid before tax and National Insurance are taken off?	£	£
How are you paid, for example, in cash, by cheque or straight into a bank or building society account?		
When was your last pay rise?	/ /	/ /
When will your next pay rise be?	/ /	/ /
How many hours a week do you usually work?		
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?	No ☐ Yes ☐	No ☐ Yes ☐
Are you getting any other sick pay or maternity pay from your employer at the moment?	No ☐ Yes ☐	No ☐ Yes ☐
Do you pay into a private or company pension scheme?	No ☐ Yes ☐ How much and how often? £ every	No ☐ Yes ☐ How much and how often? £ every

We must see evidence 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 evidence. If you get tips or bonuses, tell us about these in Part 14.

Part 7 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 8**.
Yes ☐ Answer the questions in this section.

	You	Your partner
What other work do you do?		

Part 7 About any other work continued

	You	Your partner
What is the name and address of the person you do this work for?	Postcode	Postcode
When did you start this work?	/ /	/ /
How many hours a week do you usually work?		
Do you get paid? If you only get expenses or tips, still tick **'Yes'** and give details.	No ☐ Yes ☐ Tell us about it below.	No ☐ Yes ☐ Tell us about it below.
How much do you get before any deductions?	£	£
How often are you paid?	Every	Every

We must see evidence 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 evidence.

Part 8 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?

No ☐ Go to **Part 9**.

Yes ☐ Tell us about the benefits. Tell us the full rate of the benefits before any deductions.

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

- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Adoption Pay
- Bereavement Allowance
- Guardian's Allowance
- Pension Credit (including Savings Credit)
- State Retirement Pension
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widow's or Widower's Benefit

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

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

	You	Your partner
The name of the benefit or pension		
Waiting to hear	☐	☐
Getting now	☐ How much, how often and how are you paid?	☐ How much, how often and how are you paid?
	£ every by	£ every by
The name of the benefit or pension		
Waiting to hear	☐	☐
Getting now	☐ How much, how often and how are you paid?	☐ How much, how often and how are you paid?
	£ every by	£ every by
The name of the benefit or pension		
Waiting to hear	☐	☐
Getting now	☐ How much, how often and how are you paid?	☐ How much, how often and how are you paid?
	£ every by	£ every by

Do you or your partner, or any children you are claiming for, have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?
This includes occupational pensions, work pensions and private pensions, maintenance or child support for you, your partner or any of the children you have told us about on this form, money from a trust fund, training allowances, a student grant or loan, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

No ☐ Go to **Part 10**.

Yes ☐ Answer the questions on this page.
You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

	Other money 1	**Other money 2**	**Other money 3**
What is the money for?			
Who gets it?			
How much do they get?	£	£	£
How often?	Every	Every	Every
How is this paid?			
When did they start getting this income?	/ /	/ /	/ /
When is the income likely to go up?	/ /	/ /	/ /
Does anyone owe money to you, your partner, or any children you are claiming for?	**No** ☐ **Yes** ☐ Tell us about it below.	**No** ☐ **Yes** ☐ Tell us about it below.	**No** ☐ **Yes** ☐ Tell us about it below.
What for?			
How much?	£	£	£
Who is it owed to?			
Are you expecting to get any money in the next 12 months? For example, a redundancy payment or a payment instead of notice or holiday.	**No** ☐ **Yes** ☐ Tell us about it below.	**No** ☐ **Yes** ☐ Tell us about it below.	**No** ☐ **Yes** ☐ Tell us about it below.
What for?			
How much?	£	£	£

We must see evidence 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 evidence.

Do you own your home or have a mortgage?

- **No** ☐ Go to the next question.
- **Yes** ☐ Go to **Part 12**.

Are you a council tenant?

- **No** ☐ Answer the questions below.
- **Yes** ☐ Go to **Part 11**.

What sort of building do you live in?
Tick one box only.

- Detached house ☐
- Semi-detached house ☐
- Terraced house ☐
- Maisonette ☐
- Detached bungalow ☐
- Semi-detached bungalow ☐
- Flat in a house ☐
- Flat in a block ☐
- Flat over a shop ☐
- Bedsit or rooms or a studio flat ☐
- Hostel ☐
- Caravan, mobile home or houseboat ☐
- Board and lodgings ☐
- Hotel ☐
- Residential nursing home ☐
- Residential care home ☐
- Other – give details ☐ _____

Does your home have central heating?

- **No** ☐
- **Yes** ☐

Does your home have a garden?

- **No** ☐
- **Yes** ☐

Does your home have a garage?

- **No** ☐
- **Yes** ☐

Does your home have a parking space?

- **No** ☐
- **Yes** ☐

How many floors are there? ☐

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

- **No** ☐
- **Yes** ☐ Where in the building do you live?

At the front ☐ In the middle ☐ At the back ☐

Which floors do you live on
for example, ground floor, first floor? ☐

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			
Toilets			
Kitchens			
Other rooms			

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 ☐ Tell us about it below.

What is the address?

Postcode

Do you pay rent on this home?

No ☐
Yes ☐ How much? £

Part 11 About rent

Do you pay rent for your home?
Tick **'Yes'** if you would pay rent but you already get Housing Benefit.

No ☐ Go to **Part 12**.
Yes ☐ Answer the next question.

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, then tell us when you have actually moved in.

/ /

Do you pay rent to the council?

No ☐ Answer the questions below.
Yes ☐ Go to **Part 12**.

What is your landlord's full name and business address?
By *landlord* we mean the person or organisation who owns the property you live in.

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.

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 related 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 agent's

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

How long is the tenancy for?

/ / to / /

What is the property let as?
Tick the box that applies.

- Furnished ☐
- Partly furnished ☐
- Hardly any furniture ☐
- Unfurnished ☐

How much rent do you pay and how often?
(For example, every week, every fortnight, every four weeks or every month).

£ every

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

No ☐
Yes ☐ Tell us the details below.

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

How much of the rent do they pay and how often?
(For example, every week, every fortnight, every four weeks or every month).

£ every

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 evidence 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.

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

No ☐
Yes ☐ Please send us the notice of registration form **RO5**.

Do you have 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?

Who has to pay the Council Tax bill for your home?
Tick the box that applies.

- You or your partner ☐
- Your landlord ☐
- Someone else ☐ Tell us who it is.

What is the Council Tax reference number?

Does your rent include money for the following?

Meals

No ☐
Yes ☐ How much? £ every

Which meals are included?

- Breakfast ☐
- Lunch ☐
- Evening meal ☐

Water authority charges

No ☐
Yes ☐ How much? £ every

Heating

No ☐
Yes ☐ How much? £ every

Lighting
No ☐
Yes ☐ How much? £ every

Hot water
No ☐
Yes ☐ How much? £ every

Fuel for cooking
No ☐
Yes ☐ How much? £ every

Laundry
No ☐
Yes ☐ How much? £ every

Cleaning rooms or windows
No ☐
Yes ☐ How much? £ every

Gardening
No ☐
Yes ☐ How much? £ every

Garage or parking space
No ☐
Yes ☐ How much? £ every

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

Personal care and support
No ☐
Yes ☐ How much? £ every

Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance?
No ☐
Yes ☐ How much? £ every
What for?

Are you living away from home at the moment?
No ☐
Yes ☐ Tell us about it below.

Why are you not living at home?

When did you last live at home? / /

When do you expect to go back home? / /

What is the address of where you are living at the moment?

Postcode

Have you sublet your home?
No ☐
Yes ☐

Who lives there now?

We must see evidence 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 evidence.

We need to know if you, your partner or any children you are claiming for have any bank accounts (even if they are overdrawn), savings, investments or property in the UK or abroad?
This includes cash, current accounts and savings accounts with a bank or building society, Post Office accounts, premium bonds, National Savings Certificates, and stocks and shares.
Do you, your partner or any children you are claiming for have any of the following?

Money in bank accounts	£	**No** ☐ **Yes** ☐	How many accounts?	Total amount	£
Money in building society accounts	£	**No** ☐ **Yes** ☐	How many accounts?	Total amount	£
Money in Post Office accounts	£	**No** ☐ **Yes** ☐	How many accounts?	Total amount	£
Premium bonds	£	**No** ☐ **Yes** ☐	How many bonds?	Total amount	£
Unit trusts, ISAs, PEPs, TESSAs or other investments	£	**No** ☐ **Yes** ☐	How many?	Total amount	£
Income bonds or capital bonds	£	**No** ☐ **Yes** ☐	How many bonds?	Total amount	£
Money or property held in trust	£	**No** ☐ **Yes** ☐	How many?	Total amount	£
Any other savings or investments?	£	**No** ☐ **Yes** ☐	How many?	Total amount	£

Type of other savings or investment

Shares – approximate value £

Name of the company the shares are held in | Number of shares held

Shares – approximate value £

Name of the company the shares are held in | Number of shares held

Shares – approximate value £

Name of the company the shares are held in | Number of shares held

We must see evidence of any savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.

Do you, your partner or any children you are claiming for have any National Savings Certificates?
No ☐
Yes ☐ Please send us the **original** certificates as proof. We will return the certificates to you.

Do any of your savings or investments include:
- **money from the sale of a house; or**
- **money from a charity?**

No ☐
Yes ☐ We will write to you about it.

Apart from your home, do you, your partner or any children you are claiming for own any other property or land in this country or abroad?
If it is on a mortgage or a loan, still tick 'Yes'.
No ☐
Yes ☐ We will write to you about it.

Have you or your partner received:
- **a Far Eastern Prisoner of War Compensation payment; or**
- **a compensation payment made to victims of atrocities that happened during the Second World War?**

We need to know this to make sure we do not count it as part of your savings.

No ☐
Yes ☐ What payment did you receive? Who received the payment?
A Far Eastern Prisoner of War Compensation payment ☐
You ☐ **Your partner** ☐
A compensation payment made to victims of atrocities that happened during the Second World War ☐
You ☐ **Your partner** ☐

Have you, your partner or any children you are claiming for received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?
No ☐
Yes ☐ We will write to you about it.

- If you are a council tenant, we will pay any Housing Benefit you are awarded into your rent account.
- If you are **not** a council tenant and are awarded Housing Benefit, in most cases you can choose where to have your money paid. We can arrange to pay your money:
  - straight into a bank, building society, GIRO account or National Savings Bank account
  - by cheque; or
  - direct to your landlord.
- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.

Payment direct into an account

We recommend that you get your money in this way because:

- it is safe;
- it is convenient – you decide how much you want to withdraw and when;
- using an account may help you to save;
- you could have regular bills paid from some accounts (this could save you money but you will need to make sure that there is enough money in your account to pay the bills - if not, you may be charged a fee); and
- you can get your money from many different places.

The account can be:

- in your name;
- in your partner's name;
- in both your and your partner's name;
- in the name of the person acting on your behalf; or
- in both your name and the name of the person acting on your behalf.

If we cannot pay you direct, we will pay you by cheque.

You must tick 'Yes' to one of these questions.

Would you like us to pay your Housing Benefit straight into an account?

No ☐ Go to the next question.
Yes ☐ Fill in the payment into an account details below.

Would you like us to pay your Housing Benefit by cheque?

No ☐ Go to the next question.
Yes ☐

Would you like us to pay your Housing Benefit direct to your landlord?
If you ticked **'Yes'**, don't forget to fill in the authorisation sheet at the end of this claim form. Then tear it out and give it to your landlord to sign.

No ☐
Yes ☐ Go to **Part 14.**

Payment into an account

What name or names is the account in?

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

☐ **Bank or building society cheque account or bank deposit account – not a mortgage account**

Name of bank or building society

Sort code

Type of account – for example, a deposit or current account

Account number

☐ **GIRO account**

Account number

☐ **National Savings Bank investment account – not an ordinary account**

Account number

☐ **Building society savings account – not a cheque or mortgage account**

Name of building society

Account number

Roll number

Part 14 Anything else you need to tell us

Please use this space 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 any separate sheets of paper with this form, tell us how many.

I am enclosing a filled-in *Paying benefit to your landlord* form.

I will send you a filled-in *Paying benefit to your landlord* form later.

Part 15 Checklist

Please tick to say what evidence you are sending with this form. We must see **original documents**, not copies.

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.

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.

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**.

- **Evidence 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 may need to see several of these documents for each person.
- **Evidence of your address**
  Such as a recent gas or electricity bill or a TV licence.
- **Evidence of National Insurance number**
  Such as a National Insurance number card, payslips or letters from social security or the tax office.
- **Evidence of capital, savings and investments**
  Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last three months.
- **Evidence of earnings**
  We also need this for any other adults living in your home.
  This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two 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 six months, a summary of your trading records so far.
- **Evidence of other income**
  We also need this for any other adults living in your home.
  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 or pensions**
  We also need this for any other adults living in your home.
  Such as current award notices or letters from social security confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post.
- **Evidence of private rent and tenancy**
  Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.
- **Evidence of other money paid out**
  Such as letters about student grants or maintenance, agreements or receipts from registered child carers.
- **Evidence of student income**
  Such as grant.

Make sure you read and sign the declaration on Page 18.

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 / /

For this earlier period, were your circumstances the same as on this form? **No** ☐ **Yes** ☐

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, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I agree** that 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 as allowed by the law.
- **I understand** that 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 organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let you know in writing about any change in my circumstances which might affect my claim.

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.

I declare that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

Signature of the person who filled in the form

Relationship to the person claiming

Date / /

Part 18 What to do next

You should now have:

- filled in the claim form for Housing Benefit and Council Tax Benefit;
- collected any evidence to support your claim – but remember not to send valuable items; and
- filled in the *Paying benefit to your landlord* form – if you want us to pay your benefit to your landlord.

If you are claiming **Jobseeker's Allowance**, **Income Support** or **Pension Credit**, send the above documents to us. Our address is in The Phone Book under **Three Rivers District Council**.

If you are going to send evidence or a filled-in *Paying benefit to your landlord* form at a later date, send these to us. Our address is in The Phone Book under **Three Rivers District Council**.

Sharing information with your landlord

Sharing information with your private landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998, we need your permission to discuss anything else.

If you give us permission by signing this form, we will only share information with your landlord if you have agreed that your Housing Benefit can be paid direct to your landlord.

If you give us permission, we would be able to tell your landlord if:
- you have claimed or renewed your claim for Housing Benefit;
- we have made a decision on your claim;
- we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord any information about:
- **your personal or household circumstances; or**
- **your financial circumstances.**

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give you permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Full name (in CAPITAL LETTERS)

Date / /

Address

Postcode

If you want us to pay your benefit straight to your landlord, you must sign this declaration.

Your declaration

Please pay my Housing Benefit straight to my landlord.

- **I understand** that I must always tell you about any change in my circumstances.
- **I understand** that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any change of circumstances.

Signature

Full name (in CAPITAL LETTERS)

Date / /

Address (with postcode)

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date / /

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

- Filling in the form
- About this form
- About Housing Benefit and Council Tax Benefit
- Second Adult Rebate
- Proof
- If you need help to fill in the form
- What to do next
- Changes you must tell us about
- How we collect and use information

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 **No** or **Yes** questions by putting a **tick** in the relevant box. If you are picking an answer from a list of answers, **tick** the appropriate box again. Do not put a cross in any boxes. If you answer a question with a cross, we may 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.

About this form

We have designed this claim form to be easy to fill in. It may look rather long, but we need to ask enough 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 (for example, a few questions would not apply to most pensioners) 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.

About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent. It may also give you some extra money towards things you have to pay for, like children's play areas and cleaning shared areas. Council Tax Benefit can pay all or part of your Council Tax. It cannot help with water charges.

Second Adult Rebate

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

- is 18 or over;
- 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 will need to see proof of some of the things you write about on the form. There is a checklist in **Part 15** 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 need.

If you need help to fill in the form

If you need any help, contact us. Our phone number and address are in the business numbers section of your local phone book.

Or you can get in touch with an organisation like your local Citizens Advice Bureau. Their phone number and address are in the business section of your local phone book.

What to do next

When you have filled in the form (and you are claiming **Jobseeker's Allowance**, **Income Support** or **Pension Credit**), sign it and send it to us with the proof we need to see.

Or you can take the form and proof to our offices. Do not send valuable items such as benefit order books, bank books or passports in the post. Take them to our reception and we will get the information we need and give them back to you.

If you cannot get the proof we need straight away, do not worry. Send the form to us with the proof you do have and 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.

Do not send valuable items such as benefit order books, bank books or passports in the post.

Changes you must tell us about

You must tell us 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 or savings change;
- 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 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 or anyone living with you starts work;
- you receive any decision from the Home Office; **or**
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice. You must tell us about any changes in writing – a phone call is not enough. If you do not tell us about any 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 any changes. Do not rely on someone else to pass the message on. It is an offence not to tell us about any changes that may affect your benefit. We may take court action against you and if we pay you too much benefit, you will probably 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, 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 for Work and Pensions and the Inland Revenue, as allowed by the 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;
- prevent or detect crime; **and**
- protect public funds.

These third parties include government departments, other local authorities and private-sector organisations 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 this.

We are 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 that information, please ask us.