

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



## About this form

We have designed this claim form to be easy to fill in. It may look rather long, but there need to be 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.

## 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. Do not put a cross in any boxes. If you answer a question with a cross, Warwick District Council 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.

## If you need help to fill in the form

If you need any help, contact Warwick District Council.

Or you can get in touch with an organisation below.

## For more help and advice, contact:

**Warwickshire Direct – Kenilworth**

Kenilworth Library  
Smalley Place  
Kenilworth  
CV8 1QG

**Warwick Connection**

Warwick Library  
Barrack Street  
Warwick  
CV34 4TH

**Riverside House**  
Warwick District Council  
PO Box 258  
Riverside House  
Milverton Hill  
Leamington Spa  
CV32 5RU  
Phone: 01926 456837

## For independent advice, contact the citizens advice bureau at:

10 Hamilton Terrace  
Leamington Spa  
CV32 4LY  
Phone: 01926 457900

If you are under 60 and want more information about other benefits, phone 0845 602 0265.

If you are over 60 and want advice about other benefits, phone 0800 991234.

If you suspect that anyone is fraudulently claiming benefits, please contact us on 01926 456820 or phone the national fraud hotline on 0800 3286340. All calls will be treated in the strictest of confidence.

If you would like more information in your own language, in large print, on tape or in Braille, please contact us at the address or telephone number shown in this document.

Se desiderate ulteriori informazioni nella vostra lingua, a caratteri grandi, su cassetta, o in Braille, siete pregati di contattarci all'indirizzo o al numero di telefono indicati sul presente documento.

Si desea recibir más información en su lengua, en un tamaño de fuente mayor, en casete o en Braille, póngase en contacto con nosotros en la dirección o mediante el número de teléfono que aparecen en este documento.

Se você gostar de mais informação em sua própria língua, a cópia grande, na fita adesiva, ou em braille contata-nos por favor no endereço ou no número de telefone mostrado neste original.

আপনি যদি নিজের ভাষায়, বড় হরফে, টেপ বা ব্রেইলে আরও তথ্য জানতে চান তাহলে দয়া করে আমাদের সঙ্গে যোগাযোগ করবেন। এই কাগজে আমাদের ঠিকানা ও টেলিফোন নম্বর দেওয়া আছে।

如果你需要更多详情，希望有中文版、大字体印刷件、磁带录音或盲文版，请按本文件中提供的地址和电话号码与我们联系。

اگر آپ کو مزید معلومات اپنی زبان میں، بڑے حروفوں میں، یا آواز کی صورت میں ٹیپ پر یا بریل میں درکار ہیں تو اس دستاویز میں دیئے گئے پتے یا ٹیلی فون نمبر پر ہم سے رابطہ کریں۔

## 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 heating 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 others who are:

- 18 or over
- on a low income, **and**
- do 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

Warwick District Council 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.

## What to do next

When you have filled in the form, sign it and send it to Warwick District Council 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 straight away, you might lose money.**

## How Warwick District Council 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 HM Revenue and Customs, as allowed by the law.

We may check information you have provided, or information about you that someone else has provided, with other information they hold. They may also get information about you from certain third parties, or give information to them 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.

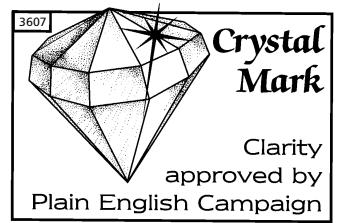
They will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

Warwick District Council is the data controller for the purposes of the Data Protection Act.

If you want to know more about what information Warwick District Council have about you, or the way we use that information, please ask us.



Revenues and Customer Services  
 Warwick District Council  
 PO Box 258  
 Riverside House  
 Milverton Hill  
 Royal Leamington Spa  
 CV32 5RU  
 Phone: 01926 456837



For office use only

Date received at:

Local authority office date stamp

[Empty box for stamp or reference]

Date of first contact

[Empty box for date of first contact]

## A claim form for Housing Benefit and Council Tax Benefit

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

Please tick if you are claiming Second Adult Rebate only.

Are you (please tick one box)

- 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? 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.)

No

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

	You	Your partner
Surname or last name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Address, including room number if you have one	<input type="text"/>	<input type="text"/>
Do not tell us your partner's address if it is the same as yours.		
Postcode	<input type="text"/>	<input type="text"/>
What date did you move to this address?	<input type="text"/>	<input type="text"/>
Your daytime phone number	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What is this number? Please tick.	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
Date of birth	<input type="text"/>	<input type="text"/>
National Insurance (NI) number	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> Letter <input type="text"/>
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.	If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>	If your partner does not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>



**You**

**Your partner**

Does anyone get Carer's Allowance for looking after you or your partner?

No   
Yes

No   
Yes

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

No   
Yes

Do you or your partner pay towards the upkeep of a student?

No   
Yes  How much do you pay and how often?

£  every

We need to see proof of this.

No   
Yes  How much do they pay and how often?

£  every

We need to see proof of this.

Are you or your partner a student?

No   
Yes  Tell us if this is full or part time.

Full time  Part time

By *student* we mean anyone who is studying a course at an educational establishment, including student nurses.

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

- 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.

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 four 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.

	<b>First child</b>	<b>Second child</b>
Last name	<input type="text"/>	<input type="text"/>
Other names	<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"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>
Usual address, if different from yours	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>

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.

Does the child get Disability Living Allowance?

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.

Tell us the name and registration number of the minder.



How much do you pay a week?

£  a week

£  a week

We need to see proof of this.

We need to see proof of this.

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).

**Third child**

**Fourth 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.

Is the child registered blind? 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?

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.

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.

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?

No  Go to Part 4.

By *adults* we mean people over 16 who nobody gets Child Benefit for.

Yes  Fill in this section.

	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"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

	<b>First person</b>	<b>Second person</b>	<b>Third person</b>
<b>Do they normally work for 16 hours or more a week?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see proof of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see proof of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see proof of their earnings.
<b>Do they have any other income at all?</b> Make sure you tell us about all other income they have. This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
<b>1</b> Where does this income come from? How much is it before deductions?	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
<b>2</b> Where does this income come from? How much is it before deductions?	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
<b>3</b> Where does this income come from? How much is it before deductions?	<input type="text"/> £ <input type="text"/> We need to see proof of their income.	<input type="text"/> £ <input type="text"/> We need to see proof of their income.	<input type="text"/> £ <input type="text"/> 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 and Pension Credit (Guarantee Credit)**

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

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

	<b>You</b>	<b>Your partner</b>
<b>Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, or Pension Credit (Guarantee Credit) at the moment?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you start getting it? / /	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they start getting it? / /
<b>Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Credit (Guarantee Credit)?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you claim? / /	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they claim? / /

<b>Which benefit are you getting or waiting to hear about?</b>	Income Support <input type="checkbox"/>	Income Support <input type="checkbox"/>
	Income-based Jobseeker's Allowance <input type="checkbox"/>	Income-based Jobseeker's Allowance <input type="checkbox"/>
	Pension Credit (Guarantee Credit) <input type="checkbox"/>	Pension Credit (Guarantee Credit) <input type="checkbox"/>

**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.**

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
Are you a director of a limited company?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the business name?	<input type="text"/>	<input type="text"/>
What is the business address?	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Do you have any business partners?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address.
	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get a Business Start-up Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?
	<input type="text"/> £ <input type="text"/> every <input type="text"/>	<input type="text"/> £ <input type="text"/> every <input type="text"/>
Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?
	<input type="text"/> £ <input type="text"/> every <input type="text"/>	<input type="text"/> £ <input type="text"/> every <input type="text"/>
Do you run another self-employed business?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

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?	<input type="text"/>	<input type="text"/>
What is your employer's name and address?	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>

	You	Your partner
When did you start this job?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish? <input type="text" value="/ /"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish? <input type="text" value="/ /"/>
How often do you get paid?	<input type="text" value="every"/>	<input type="text" value="every"/>
How much do you get paid before tax and National Insurance are taken off?	<input type="text" value="£"/>	<input type="text" value="£"/>
How are you paid, for example, in cash, by cheque or straight into a bank or building society account?	<input type="text"/>	<input type="text"/>
Do you receive tips or commission?	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.
When was your last pay rise?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When will your next pay rise be?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
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 <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text" value="£ every"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text" value="£ 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?	<input type="text"/>	<input type="text"/>

	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 <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> 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.

	You	Your partner
Child Benefit	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Child Tax Credit	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Contribution-based Jobseeker's Allowance	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Maternity Allowance	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Working Tax Credit	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Incapacity Benefit	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Carer's Allowance	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by

	You	Your partner
Statutory Sick Pay	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Statutory Maternity Pay	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Statutory Paternity Pay	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
Pension Credit (including Savings Credit)	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by
State Retirement Pension	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by	Getting now <input type="checkbox"/> Waiting to hear <input type="checkbox"/> How much, how often and by what method? £ every by

Also, please read the list of benefits below and tell us about any others you or your partner are getting now or have claimed.

- Fostering Allowance
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Severe Disablement Allowance
- Adoption Pay
- Bereavement Allowance
- Guardian's Allowance
- War Disablement Benefit
- War Pension or War Widows 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	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method? £ every by	<input type="checkbox"/> How much, how often and by what method? £ every by
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method? £ every by	<input type="checkbox"/> How much, how often and by what method? £ every by
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method? £ every by	<input type="checkbox"/> How much, how often and by what method? £ 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?

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.

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.

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

**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

Other – give details  \_\_\_\_\_

Caravan, mobile home or houseboat

Board and lodgings

Hotel

Residential nursing home

Residential care home

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



**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 monthly.

£  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 monthly.

£  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

For which meals? Breakfast

Please tick. 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.**

About your capital (by capital, we mean money you have in bank and building society accounts, current accounts, post office accounts, National Savings Certificates, stocks, shares, bonds, Premium Bonds, cash and any other savings or investments). You must tell us about all accounts even if they are overdrawn.

Do you or your partner have any savings or investments (include those held with other people, for example, a son or daughter)?

**You**

No   
 Yes  If 'Yes', please fill in the amounts below. If there is not enough room, please list details on a separate sheet.

**Banks and building societies**

Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £
Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £
Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £
Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £

**National Savings Certificates**

How many units	Date you bought them	Issue number	Purchase price of each unit
<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"/> / <input type="text"/>	<input type="text"/>	<input type="text"/> £

**Stocks, shares, bonds, unit trusts and any other investments**

Type	Number held	Company	Current value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £
Cash savings			No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/>

Have you or your partner received any backdated benefit or deferred payments, for example, State Pension, which you have added to your savings?

If 'Yes', please give details.

**Your partner**

No   
 Yes  If 'Yes', please fill in the amounts below. If there is not enough room, please list details on a separate sheet.

**Banks and building societies**

Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £
Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £
Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £
Name of bank, building society or post office	
Account number	Amount you have
<input type="text"/>	<input type="text"/> £

How many units	Date you bought them	Issue number	Purchase price of each unit
<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"/> / <input type="text"/>	<input type="text"/>	<input type="text"/> £

Type	Number held	Company	Current value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £
Cash savings			No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/>

No   
 Yes

If 'Yes', please give details.

**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.**

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 this.

## Part 13 How you will be paid and the choices you have

- 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 and secure
- it is convenient – you decide when and how much you want to withdraw
- using an account may help you to save
- from some accounts you could have regular bills paid (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 the name of your partner (we use *partner* to mean a person you are married to or a person you live with as if you are married to them)
- in both the names of yourself and your partner
- in the name of the person acting on your behalf, or
- in both the names of yourself and 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 your Housing Benefit paid straight into an account?

No

Go to the next question.

Yes

Complete the 'payment into an account' details below.

Would you like to be paid by cheque?

No

Go to the next question.

Yes

Would you like your Housing Benefit to be paid direct to your landlord?

No

Yes

Go to Part 14.

If you ticked **Yes**, do not forget to fill in the authorisation sheet at the end of this claim form. Then tear it off and give it to your landlord to sign.

### 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




Account number

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

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

Name of building society

Account number

Roll number

**GIRO account**

Account number

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

Account number

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 enclosed		If 'No', say why it is not enclosed and when it will be available.
	Yes	No	
<p>• <b>Evidence of identity</b></p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of your address</b></p> <p>Such as a recent gas or electricity bill or a TV licence.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of National Insurance number</b></p> <p>Such as a National Insurance number card, payslips or letters from social security or the tax office.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of capital, savings and investments</b></p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of earnings</b></p> <p><i>We also need this for any other adults living in your home.</i></p> <p>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. If you do not have these payslips, please contact us for a form for your employer to fill in. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of other income</b></p> <p><i>We also need this for any other adults living in your home.</i></p> <p>Such as pension slips from a previous 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of benefits, allowances or pensions</b></p> <p><i>We also need this for any other adults living in your home.</i></p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of private rent and tenancy</b></p> <p>Such as a rent book, rent receipts, a current tenancy agreement or a letter from your landlord.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<p>• <b>Evidence of other money paid out</b></p> <p>Such as letters about student grants or maintenance, agreements or receipts from registered childcarers.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Make sure you read and sign the declaration on page 20.**

Where did you hear about Housing Benefit or Council Tax Benefit? Please tick all that apply.

- |                  |                          |                    |                          |                                |                          |
|------------------|--------------------------|--------------------|--------------------------|--------------------------------|--------------------------|
| Friend or family | <input type="checkbox"/> | Post office        | <input type="checkbox"/> | Claimed before                 | <input type="checkbox"/> |
| Library          | <input type="checkbox"/> | Parish noticeboard | <input type="checkbox"/> | Welfare advice group           | <input type="checkbox"/> |
| Internet         | <input type="checkbox"/> | Landlord or agent  | <input type="checkbox"/> | Other                          | <input type="checkbox"/> |
| Local newspaper  | <input type="checkbox"/> | GP surgery         | <input type="checkbox"/> | If 'Other', please write here. |                          |

What is your ethnic group?

- |                   |                          |                                |                          |
|-------------------|--------------------------|--------------------------------|--------------------------|
| White British     | <input type="checkbox"/> | Caribbean                      | <input type="checkbox"/> |
| White non-British | <input type="checkbox"/> | Asian                          | <input type="checkbox"/> |
| African           | <input type="checkbox"/> | Other                          | <input type="checkbox"/> |
| Chinese           | <input type="checkbox"/> | If 'Other', please write here. |                          |

**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 like banks and other 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

Partner's signature

Date

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

Relationship to the person claiming

Date

**Part 18 Backdating**

We can usually award benefit from the Monday after the date of first contact. 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

If 'No', we will write to you about this.

Tell us why you have not claimed before. Continue on a separate piece of paper if you need more space.

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

**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 whether:

- you have claimed Housing Benefit
- we have made a decision on your claim, or
- 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

---

**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