

Application for Council Tax Benefit or Housing Benefit (or both)

Name
Address and postcode
Phone numbers (daytime)..... (evening)
<small>You do not have to give us your phone numbers, but it may help us if you do.</small>

For our use only

Date you first contacted us	
Date received	
Claim reference	

Important – You must read these notes before you fill in this form. If you do not understand any of the notes on this application form, please contact us.

About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent and Council Tax Benefit can pay all or part of your Council Tax. These benefits cannot help with water charges. If you return this claim form within one month of the date you first contacted us (see the date above), we will treat that as the first day of your claim.

If you are married or in a civil partnership, or if you normally live with a partner, you and they must make a joint claim. If your partner works away, you must still include them. If you have capital or savings of more than £16,000 you may **not** be able to claim Housing Benefit. Please contact us for more advice.

1 Information you give us

We will hold all of the information you give to us on computer, so it is covered by the Data Protection Act 1998.

2 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 sections 1, 2, 6, 18, 19, 20, 21 and 22 of this form.

3 Filling in this form

Please answer every question that applies to you. If a question does not apply to you, put a cross through it or write 'N/A'. You must read the notes on the next page about identification. You must also read and sign the declaration (section 22).

If someone else fills in this form for you, please ask them to fill in section 20.

4 The proof you need to send with your form

 When you see this symbol, we need proof to confirm the answers on your form.

We need to see original documents, not photocopies.

If you don't have the proof we need, send us your form now and then send the proof later.

If you do not send us the proof we need, it will delay your claim and you will lose benefit.

You must provide all proof within 14 days of the date you make this claim.

South Worcestershire Revenues & Benefits Shared Service

Malvern Hills District Council, Worcester City Council and Wychavon District Council are now working together to improve services to customers. This form is for use by all customers of these Councils.

5 If you need help with this form

Please call us on 01905 822744 or visit any of our local service centres below:

Malvern Hills District Council

The Library, Graham Road, Malvern, WR14 2HU
Upton Library, School Lane, Upton Upon Severn, Worcs, WR8 0LE
Tenbury Library, Teme Street, Tenbury Wells, Worcs, WR15 8AA

Worcester City Council

Orchard House, Farrier Street Worcester WR1 3EZ

Wychavon District Council

The Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT
Evesham Community Contact Centre, Abbey Road, Evesham, WR11 4SB
Droitwich Community Contact Centre, 44 High Street, Droitwich, WR9 8ES

6 When you have filled in this application form

You can take this form and your documents to any of the offices shown above, or post the form to:

Malvern Hills District Council, Revenues and Benefits, PO Box 21, Pershore, WR10 9DB
Worcester City Council, Revenues and Benefits, PO Box 31, Pershore, WR10 9DD
Wychavon District Council, Revenues and Benefits, PO Box 11, Pershore, WR10 1PU

To see how much Housing Benefit and Council Tax Benefit you may be able to get, visit our website at
www.malvernhillsgov.uk | www.worcester.gov.uk | www.wychavon.gov.uk

1 About you and your partner

Please give details of you and your partner (if you have one).

By 'partner' we mean 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.)

	You	Your partner
Title (<i>Miss, Mr, Mrs, Ms, and so on</i>)		
Last name		
First names		
Other names you have been known by		
Age		
Date of birth		
Daytime phone number		
Mobile number		
Your e-mail address (If you give us your e-mail address we will always contact you by e-mail.)		

National Insurance Number

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

Are you:

- single?
- a single parent?
- married or in a civil partnership, living together and not separated?
- living together?
- divorced?
- separated?
- a widow, widower or surviving civil partner?

Is your partner:

- a single parent?
- married or in a civil partnership, living together and not separated?
- living together?
- divorced?
- a widow, widower or surviving civil partner?



We cannot pay any benefits unless we have proof of your National Insurance number and identity. If we do not already have proof, we will contact you and ask to see an original, not a photocopy, of one of the following. Please provide one from the National Insurance list and one from the identity list below.

Proof of your National Insurance number

- Your P45
- Your P60
- A payslip
- A letter from the tax office
- A letter from the Department for Work and Pensions
- An RD3 National Insurance number card

Proof of your identity

- Payslip
- Rent book, rent card or tenancy agreement
- Bank or building society statement or passbook
- Gas, electricity, fixed phone or water bill (utility bill)
- Driving licence (paper or photocard format)
- UK passport
- Medical card with NHS number
- Birth, adoption or marriage certificate
- Divorce, annulment or separation document
- Residence permit
- National Insurance number card issued to an adult
- Other country passport or national ID card
- Immigration and Nationality Directorate (HO) travel document
- A letter from your solicitor to you
- Life assurance policy

2 About your home

Your address which you are claiming Housing Benefit or Council Tax Benefit for

Name
Address and postcode

Is this address your normal home address?

Is this:

When did you move in?

If you have not moved in yet, when do you plan to move in?

You must tell us when you have moved.

Are you a joint homeowner or a joint tenant?

You

Your partner

No Yes

No Yes

- a home you are buying?
- a home you own?
- a home you rent privately?
- a home you rent from a housing association or registered social landlord?
- a home you part-own under shared-ownership or co-ownership scheme?
- someone else's home where you pay rent (for example, for lodgings)?
- someone else's home where you live as a friend or relative, or for other reasons?
- temporary accommodation (for example, bed and breakfast or a hostel)?

- a home you are buying?
- a home you own?
- a home you rent privately?
- a home you rent from a housing association or registered social landlord?
- a home you part-own under shared-ownership or co-ownership scheme?
- someone else's home where you pay rent (for example, for lodgings)?
- someone else's home where you live as a friend or relative, or for other reasons?
- temporary accommodation (for example, bed and breakfast or a hostel)?

 / /
 / /
 / /
 / /

No Yes Tell us the names of the other joint owners or tenants.

No Yes Tell us the names of the other joint owners or tenants.

2 About your home (continued)

Have you lived at this address for less than two years?

Have you claimed Housing Benefit or Council Tax Benefit before?

Are you living in a different place from the address you are claiming Housing Benefit or Council Tax Benefit for at the moment?
(For example a hospital, a residential home or legal custody.)

You	Your partner
No <input type="checkbox"/> Yes <input type="checkbox"/> What was your previous address? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> What was their previous address? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
What type of property was your previous home? Owned by you <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>	What type of property was their previous home? Owned by them <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>
No <input type="checkbox"/> Yes <input type="checkbox"/> What name did you claim under? <input type="text"/> What address did you claim for? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> What name did they claim under? <input type="text"/> What address did they claim for? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
When was the last payment made? <input type="text"/> / <input type="text"/> / <input type="text"/>	When was the last payment made? <input type="text"/> / <input type="text"/> / <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/> What is your address while you are away from your home? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> What is their address while they are away from their home? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Why are you living at this address? <input type="text"/>	Why are they living at this address? <input type="text"/>
Do you intend to return to your normal home? No <input type="checkbox"/> Yes <input type="checkbox"/>	Do they intend to return to their normal home? No <input type="checkbox"/> Yes <input type="checkbox"/>
When did you start living at this address? <input type="text"/> / <input type="text"/> / <input type="text"/>	When did they start living at this address? <input type="text"/> / <input type="text"/> / <input type="text"/>
When do you expect to return to your normal home? <input type="text"/> / <input type="text"/> / <input type="text"/>	When do they expect to return to their normal home? <input type="text"/> / <input type="text"/> / <input type="text"/>

3 Nationality

Have you or your partner come to live in the UK, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?



You

What nationality are you?

No Please go to section 4.
 Yes Please give us details below.

We need to your official papers as proof. We cannot accept photocopies.

When did you arrive in the UK?
 / /

Are you seeking asylum in the UK?
 No Yes

Have you been granted refugee status?
 No Yes

Have you been granted exceptional leave to remain in the UK?
 No Yes

Have you been granted temporary admission to the UK?
 No Yes

Your partner

What nationality are they?

No Please go to section 4.
 Yes Please give us details below.

When did they arrive in the UK?
 / /

Are they seeking asylum in the UK?
 No Yes

Have they been granted refugee status?
 No Yes

Have they been granted exceptional leave to remain in the UK?
 No Yes

Have they been granted temporary admission to the UK?
 No Yes

4 About your children

Do you or your partner have any children living with you?

A child is a person up to the age of 20 who lives with you and who you get Child Benefit for.

No Please go to section 5.
 Yes Please give us details below.

Last name
 First names
 Age
 Date of birth
 Are they male or female?

Child 1	Child 2	Child 3	Child 4
<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"/> / <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"/>

Are they registered blind? *We need to see proof of registration.*



No Yes No Yes No Yes No Yes

Do they receive Disability Living Allowance?



If 'Yes', we need to see your order book or award notice for each child.

No Yes No Yes No Yes No Yes

Do you receive Child Benefit?



If 'Yes', we need to see your Child Benefit book or award notice for each child.

No Yes No Yes No Yes No Yes

If 'No', who does?

When does the Child Benefit stop *(if you know)?*

/ / / / / / / /

Do you have more than four children?

No Yes Please tell us about them in section 21.

5 Student details

Are you or your partner a full-time student?

Please provide proof of income (for example, a student grant or loan).



- No Please go to section 6.
 Yes Please give us details below.

We need to see proof of your course details or student registration details. This must be an original, not a photocopy.

You	Your partner
Name of university or college <input type="text"/>	Name of university or college <input type="text"/>
Name of course <input type="text"/>	Name of course <input type="text"/>
Start and end date of course <input type="text"/> / <input type="text"/> / <input type="text"/>	Start and end date of course <input type="text"/> / <input type="text"/> / <input type="text"/>

6 About other people who live with you

Do any other people live with you?

Please tell us about any other people who live with you, or who normally live with you but are away from home.



- No Please go to section 6.1.
 Yes Please give us details below.

We need to see proof of income for the other people who live with you.

	Person 1	Person 2	Person 3	Person 4
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First names	<input type="text"/>	<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"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
What date did they move 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"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally live somewhere else?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
What is their normal address?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they get Income Support or income-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Last name
 First names
 Date of birth
 Relationship to you or your partner
 National Insurance number
 What date did they move in?

Do they normally live somewhere else?

What is their normal address?

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

We need to see proof of this.

Do they get Disability Living Allowance or Attendance Allowance?

We need to see proof of this.



6 About other people who live with you (continued)

	Person 1	Person 2	Person 3	Person 4
Do they work 16 hours or more each week?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
What gross wages are they paid each week (their wages before tax and any other deductions)? <i>We need to see proof of this.</i>	£	£	£	£
What types of benefits do they receive (for example, tax credits or Pension Credit)?				
How much benefit are they paid each week? <i>We need to see proof of this.</i>	£	£	£	£
How much interest were they paid from savings last year? <i>We need to see proof of this.</i>	£	£	£	£
Are they a youth trainee? <i>If 'Yes', we need to see a letter or other document confirming that they are a youth trainee.</i>	No <input type="checkbox"/> Yes <input type="checkbox"/>	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 full-time education? <i>If 'Yes', we need to see a letter or other document confirming that they are in full-time education.</i>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
School, college or university				
Are they an apprentice? <i>If 'Yes', we need to see a letter or other document confirming that they are an apprentice.</i>	No <input type="checkbox"/> Yes <input type="checkbox"/>	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 student nurse? <i>If 'Yes', we need to see a letter or other document confirming that they are a student nurse.</i>	No <input type="checkbox"/> Yes <input type="checkbox"/>	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 have a learning disability, mental illness or a form of dementia?	No <input type="checkbox"/> Yes <input type="checkbox"/>	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 hospital? <i>If 'Yes', what date did they go in?</i>	No <input type="checkbox"/> Yes <input type="checkbox"/>	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 prison? <i>If 'Yes', what date were they detained?</i>	No <input type="checkbox"/> Yes <input type="checkbox"/>	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 working away?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

6 About other people who live with you (continued)

Are any of these people married to each other or civil partners, or living together as if they are married or civil partners?

No Yes Please tell us who.

Why are they living with you now?

6.1 People who have recently left your home

Is anyone who was included on your last claim no longer living with you?

No Please go to section 7.

Yes Please give us details below.

Name

New address

Date they left

 / /
 / /

If you need any extra space, please give us the details in section 21.

7 About subtenants and boarders

Do you let or sublet part of your home?

No Please go to section 8.

Yes Please give us details below.

*A subtenant is a person who rents part of your home from you.
A boarder is a person who rents part of your home and pays for meals that you provide.*

Last name

Person 1	Person 2	Person 3	Person 4
<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"/> / <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"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

First names

Date of birth

Relationship to you or your partner

Weekly rent

Person 1	Person 2	Person 3	Person 4
<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"/> / <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"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Does the rent include heating?

No Yes

No Yes

No Yes

No Yes

Does the rent include meals?

No Yes

No Yes

No Yes

No Yes

8 Disability details

Are you registered blind?



Please provide your original registration form.

Do you use a vehicle for disabled people or a car rented from Motability?



Please provide your original agreement form.

Does anyone receive Carer's Allowance to look after you?



Please provide proof of your carer's entitlement.

Are you currently off work sick?

Are you in a hospital?

You will need to tell us when you return home.

You

No Yes

No Yes

No Yes

What is the name of this person?

Do they live with you?

No Yes

No Yes

When did you last work?

 / /

No Yes

If 'Yes', are you in a private hospital or receiving private treatment in an NHS hospital?

When did you go into hospital?

 / /

When do you expect to leave?

 / /

Your partner

No Yes

No Yes

No Yes

What is the name of this person?

Do they live with you?

No Yes

No Yes

When did you last work?

 / /

No Yes

If 'Yes', are you in a private hospital or receiving private treatment in an NHS hospital?

When did you go into hospital?

 / /

When do you expect to leave?

 / /

9 About your work

Are you or your partner a director of a company?

No

Yes

Are you or your partner working?

No Please go to section 10.

Yes Please give us details below.

9.1 Work you do for an employer



We need to see payslips as proof of any money you earn (we may contact your employer for confirmation).

The number of payslips we need depends on how often you are paid.

- Paid every week – send your last five payslips
- Paid every two weeks – send your last three payslips
- Paid every four weeks – send your last two payslips
- Paid every month – send your last two payslips
- If you do not have any payslips, please ask your employer to fill in the attached certificate of earnings form on page 30.

You

How many hours do you work?

Enter the number of hours you work each week.

Your partner

Enter the number of hours you work each week.

How many jobs do you have?

9.1 Work you do for an employer (continued)

If you have more than two jobs, please tell us about your other jobs and your other employers in section 21.

You	Your partner
First job	First job
Employer's name <input type="text"/>	Employer's name <input type="text"/>
Employer's address <input type="text"/> <input type="text"/> <input type="text"/>	Employer's address <input type="text"/> <input type="text"/> <input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>
Date you started work for this employer <input type="text"/> / <input type="text"/> / <input type="text"/>	Date they started work for this employer <input type="text"/> / <input type="text"/> / <input type="text"/>
Is your employment for a fixed period? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', when is it due to end? <input type="text"/> / <input type="text"/> / <input type="text"/>	Is their employment for a fixed period? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', when is it due to end? <input type="text"/> / <input type="text"/> / <input type="text"/>
Job title <input type="text"/>	Job title <input type="text"/>
Give the number of hours you work each week. <input type="text"/>	Give the number of hours they work each week. <input type="text"/>
What is your employee number or payroll number? <input type="text"/>	What is their employee number or payroll number? <input type="text"/>
How much are you paid? £ <input type="text"/>	How much are they paid? £ <input type="text"/>
How often are you paid? <input type="text"/>	How often are they paid? <input type="text"/>
How are you paid? (cheque, cash, direct into an account) <input type="text"/>	How are they paid? (cheque, cash, direct into an account) <input type="text"/>
Do you receive, or expect to receive, any bonuses or profit-related pay (or both)? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/>	Do they receive, or expect to receive, any bonuses or profit-related pay (or both)? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/>
Do you receive, or expect to receive, any overtime? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/>	Do they receive, or expect to receive, any overtime? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/>
Do you receive, or expect to receive, any tips? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/>	Do they receive, or expect to receive, any tips? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/>
When will you receive your next pay rise (if you know)? <input type="text"/> / <input type="text"/> / <input type="text"/>	When will they receive their next pay rise (if they know)? <input type="text"/> / <input type="text"/> / <input type="text"/>

You	Your partner
<p>Second job (if you have one)</p> <p>Employer's name <input type="text"/></p> <p>Employer's address <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Date you started work for this employer <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Is your employment for a fixed period? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', when is it due to end? <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Job title <input type="text"/></p> <p>Give the number of hours you work each week. <input type="text"/></p> <p>What is your employee number or payroll number? <input type="text"/></p> <p>How much are you paid? £ <input type="text"/></p> <p>How often are you paid? <input type="text"/></p> <p>How are you paid? (cheque, cash, direct into an account) <input type="text"/></p> <p>Do you receive, or expect to receive, any bonuses or profit-related pay (or both)? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/></p> <p>Do you receive, or expect to receive, any overtime? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/></p> <p>Do you receive, or expect to receive, any tips? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/></p> <p>When will you receive your next pay rise (if you know)? <input type="text"/> / <input type="text"/> / <input type="text"/></p>	<p>Second job (if they have one)</p> <p>Employer's name <input type="text"/></p> <p>Employer's address <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Date they started work for this employer <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Is their employment for a fixed period? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', when is it due to end? <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p>Job title <input type="text"/></p> <p>Give the number of hours they work each week. <input type="text"/></p> <p>What is their employee number or payroll number? <input type="text"/></p> <p>How much are they paid? £ <input type="text"/></p> <p>How often are they paid? <input type="text"/></p> <p>How are they paid? (cheque, cash, direct into an account) <input type="text"/></p> <p>Do they receive, or expect to receive, any bonuses or profit-related pay (or both)? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/></p> <p>Do they receive, or expect to receive, any overtime? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/></p> <p>Do they receive, or expect to receive, any tips? No <input type="checkbox"/> Yes <input type="checkbox"/> If 'Yes', how much? £ <input type="text"/></p> <p>When will they receive their next pay rise (if they know)? <input type="text"/> / <input type="text"/> / <input type="text"/></p>

If you have more than two jobs, please tell us about them in section 21.

9.2 Self-employed people

You

Your partner

Are you or your partner self-employed?

No Please go to section **9.3**.
Yes Please give us details below.

No Please go to section **9.3**.
Yes Please give us details below.

Are you or your partner sole traders or partners in the business?

Sole trader
Partner Please give details of the partnership and your share in the business.

Sole trader
Partner Please give details of the partnership and their share in the business.

 / /
 / /
 £

 £

What does your business do?

How many hours a week do you work?

When did you become self-employed?

What is your weekly income from the business?



We must see proof of any self-employed earnings, profit or loss before we can decide how much benefit you will get. This should be your most recent trading accounts or your summary of records of income and spending. If you cannot provide either of these, please contact us for a self-employed earnings form.

We must see proof of any self-employed earnings, profit or loss before we can decide how much benefit they will get. This should be their most recent trading accounts or their summary of records of income and spending. If they cannot provide either of these, please contact us for a self-employed earnings form.

9.3 Other work

You

Your partner

Do you or your partner get money from any work you have not told us about already?



No Yes
How much?

How often?

No Yes
How much?

How often?

Do you or your partner do any voluntary work?

No Yes

No Yes

10 Money paid out

10.1 Money paid out for students

Do you or your partner pay out towards the financial support of a student?



No Please go to section **10.2**.
Yes Please give us details below.

We need to see their student award notice as proof of this. We cannot accept photocopies.

You

Your partner

How much do you pay?

 £

How often do you pay it?

 Every

How much do they pay?

 £

How often do they pay it?

 Every

10.2 Money paid towards childcare costs

Do you or your partner pay someone to look after any of your children?

If you have a childminder, please enclose proof of their registration and agreement.



Please provide evidence of the amount you pay.



You

Your partner

No Please go to section **10.3**.
Yes Please give us details below.

No Please go to section **10.3**.
Yes Please give us details below.

We may need to send you another form about this.

Please tell us the names of the children.

Please tell us the names of the children.

Who provides the care?

A registered childminder
A school on school premises
A local authority
Other (please give details below)

Who provides the care?

A registered childminder
A school on school premises
A local authority
Other (please give details below)

What is the name of the carer?

What is the name of the carer?

What is the address of the carer?

What is the address of the carer?

What is the normal weekly cost of the childcare?

£

What is the normal weekly cost of the childcare?

£

Does your education authority pay towards your childcare?

No Yes

Does their education authority pay towards their childcare?

No Yes

10.3 Money paid towards a pension plan

Do you or your partner pay money into a pension plan that is not paid through your employer?



You

Your partner

No Please go to section **11**.
Yes Please give us details below.

No Please go to section **11**.
Yes Please give us details below.

We need to see proof of this. This must be a policy document and another document showing the payments made. We cannot accept photocopies.

How much?

£

How much?

£

How often?

Every

How often?

Every

11 About your benefits and pensions

Do you or your partner claim any benefits or pensions?

No Please go to section 12.
 Yes Please tell us about them below.



We need to see proof of any benefits or pensions you have.
 The proof should be an original, not a photocopy, of an award notice showing the current rates.

11.1 Benefits

You

Your partner

Do you receive Child Benefit?



No Yes

£ every

No Yes

£ every

Do you receive Child Tax Credit?



We need to see your award letter.

No Yes

£ every

No Yes

£ every

Do you receive Attendance Allowance?



No Yes

£ every

No Yes

£ every

Do you receive Severe Disablement Allowance?



No Yes

£ every

No Yes

£ every

Do you receive Carer's Allowance?



No Yes

£ every

No Yes

£ every

Who is it paid for?

Who is it paid for?

Do you receive Disability Living Allowance (care component)?



No Yes

£ every

No Yes

£ every

Do you receive Disability Living Allowance (mobility component)?



No Yes

£ every

No Yes

£ every

Do you receive Income Support or the Guarantee part of Pension Credit?



No Please answer the question below.
 Yes Please go to section 14.

No Please answer the question below.
 Yes Please go to section 14.

Do you receive income-based Jobseeker's Allowance?



No Please go to section 11.2.
 Yes Please go to section 14.

No Please go to section 11.2.
 Yes Please go to section 14.

Do you receive Working Tax Credit?



We need to see your award letter.

No Yes

£ every












No Yes

£ every

How is it paid?

How is it paid?

11.2 Other benefits

	You	Your partner
Do you receive contribution-based Jobseeker's Allowance? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive a Widowed Parent's Allowance? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive Disability Living Allowance for a child? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Employment Support Allowance. Do you receive Income Related (IR) or Contribution (C)? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____
If 'Yes', are you in the assessment phase or are you in the main phase?	No <input type="checkbox"/> Yes <input type="checkbox"/> 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 you receive Incapacity Benefit? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive Statutory Sick Pay? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive Statutory Maternity Pay or Statutory Paternity Pay? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive a Maternity Allowance? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive Industrial Injuries Benefits? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive a Training Allowance? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____
Do you receive a Youth Training Allowance? 	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____	No <input type="checkbox"/> Yes <input type="checkbox"/> £ _____ every _____ How is it paid? _____

11.2 Other benefits (continued)

Are there any other benefits you receive which are not listed on the previous pages?



You	Your partner
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Name of the benefit <input type="text"/>	Name of the benefit <input type="text"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Name of the benefit <input type="text"/>	Name of the benefit <input type="text"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

11.3 Pensions

Do you receive the Savings part of Pension Credit?



Do you receive a State Retirement Pension?



Have you or your partner put off receiving your State Pension?

Have you received a lump sum from a pension you have delayed receiving?

Do you receive a Widow's Pension?



Do you receive a War Pension or an Armed Forces and Reserve Forces Compensation Scheme payment?



Do you receive an Armed Forces pension?



Do you receive a pension from Capita (the Paymaster General)?



We need to see your payment advice slip.

Do you receive a works pension from a former employer?



We need to see your payment advice slip.

Do you receive any other pension?

We need to see your payment advice slip.

Have you or your partner put off drawing all or part of a personal pension?

If 'Yes', we will need to see proof of this arrangement.



You	Your partner
If you know the date when your pension or pensions increase each year, please tell us in section 21 (Additional information).	
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

12 Your other income

Do you or your partner have any other money coming in?



No Please go to section 12.2.

Yes Please give us details below.

We need to see proof of any other income you have. This must be an original, not a photocopy of, for example:

- an award notice showing the income being paid;
- a letter from the person who pays the income (where possible this must be on headed paper);
- a letter from an absent parent or ex-partner confirming maintenance payments; or
- a notice from the Child Support Agency.

12.1 Money coming in

You

Your partner

Do you receive any maintenance payments?



No Yes

If yes, please tell us who this maintenance is for

How much do you get?

£ every

Who pays this money?

No Yes

If yes, please tell us who this maintenance is for

How much do you get?

£ every

Who pays this money?

Do you receive money from a trust fund?



No Yes

How much do you get?

£ every

No Yes

How much do they get?

£ every

Do you receive any money for fostering or adopting a child?



No Yes

How much do you get?

£ every

No Yes

How much do they get?

£ every

Do you receive any money from a charity or voluntary organisation?



No Yes

How much do you get?

£ every

No Yes

How much do they get?

£ every

Do you receive financial support as a student?



No Yes

How much do you get?

£ every

No Yes

How much do they get?

£ every

Do you receive any income or rent from tenants?



No Yes

How much do you get?

£ every

No Yes

How much do they get?

£ every

Do you receive any money from someone else?



No Yes

Who pays this money?

How much do you get?

£ every

No Yes

Who pays this money?

How much do they get?

£ every

12.2 Money expected

You

Your partner

Have you or your partner applied for any income that you have not received?

No Yes

What is it?

Who from?

How much do you expect to get?

£ every

No Yes

What is it?

Who from?

How much do they expect to get?

£ every

13 About your savings

We need to know about **all** the money you and your partner have in **any** sort of account with a bank or building society or any other organisation. This includes current accounts, deposit accounts, ISAs, TESSAs and PEPs.



We need to see proof of any accounts you have. All savings books and so on must be up to date, showing all interest due. This must be an original, not a photocopy of, for example:

- a bank or building society statement for the last three months showing debits (money going out), credits (money coming in) and the balance;
- a letter from a bank or building society showing the type of account, account number, the balance and regular deposits for the last three months; or
- statements for certificates, bonds, unit trusts, stocks and shares.

If there is not enough room for details of all your accounts, please give details in section 21.

13.1 Current accounts

Do you or your partner have any current accounts?

A current account is an account you use regularly. It will probably accept direct debits and have a chequebook.



We will need to see three months' statements for each account.

No Please go to section 13.2.

Yes Please give us details below. If you need more space, fill in your details in section 21.

You		Your partner	
Name of organisation <input type="text"/>		Name of organisation <input type="text"/>	
Name of account <input type="text"/>		Name of account <input type="text"/>	
Account number <input type="text"/>	Amount in account <input type="text"/> £	Account number <input type="text"/>	Amount in account <input type="text"/> £
Name of organisation <input type="text"/>		Name of organisation <input type="text"/>	
Name of account <input type="text"/>		Name of account <input type="text"/>	
Account number <input type="text"/>	Amount in account <input type="text"/> £	Account number <input type="text"/>	Amount in account <input type="text"/> £

13.2 Savings, capital and investments

Do you or your partner have any savings, capital or investments?

Remember to include accounts at:

- high-street banks;
- supermarket banks;
- internet banks;
- building societies; and
- post offices.



We will need to see three months' statements for each account.

No Please go to section 13.3.

Yes Please give us details below. If you need more space, fill in your details in section 21.

You		Your partner	
Name of organisation <input type="text"/>		Name of organisation <input type="text"/>	
Name of account <input type="text"/>		Name of account <input type="text"/>	
Account number <input type="text"/>	Amount in account <input type="text"/> £	Account number <input type="text"/>	Amount in account <input type="text"/> £
Name of organisation <input type="text"/>		Name of organisation <input type="text"/>	
Name of account <input type="text"/>		Name of account <input type="text"/>	
Account number <input type="text"/>	Amount in account <input type="text"/> £	Account number <input type="text"/>	Amount in account <input type="text"/> £

13.2 Savings, capital and investments (continued)

Remember to include accounts at:

- high-street banks;
- supermarket banks;
- internet banks;
- building societies; and
- post offices.

We will need to see three months' statements for each account.



You		Your partner	
Name of organisation <input type="text"/>		Name of organisation <input type="text"/>	
Name of account <input type="text"/>		Name of account <input type="text"/>	
Account number <input type="text"/>	Amount in account <input type="text"/> £	Account number <input type="text"/>	Amount in account <input type="text"/> £
Name of organisation <input type="text"/>		Name of organisation <input type="text"/>	
Name of account <input type="text"/>		Name of account <input type="text"/>	
Account number <input type="text"/>	Amount in account <input type="text"/> £	Account number <input type="text"/>	Amount in account <input type="text"/> £
No <input type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/>	
Name of account <input type="text"/>		Name of account <input type="text"/>	
Amount of lump sum <input type="text"/> £	Date paid in <input type="text"/>	Amount of lump sum <input type="text"/> £	Date paid in <input type="text"/>
No <input type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/>	

Do any of your savings or bank accounts include a lump-sum payment received as a result of putting off receiving your or your partner's State Pension?

We must see proof of this.



Have you or your partner received a Far Eastern Prisoner of War Payment?

13.3 National Savings Certificates and Premium Bonds

Do you or your partner have any National Savings Certificates or Premium Bonds?

No Please go to section 13.4.

Yes Please give us details below. If you need more space, fill in your details in section 21.



You		Your partner	
National Savings Certificates		National Savings Certificates	
<i>Issue number</i>	<i>Date bought</i>	<i>Issue number</i>	<i>Date bought</i>
	/ /		/ /
			£
	/ /		£
	/ /		£
	/ /		£
	/ /		£
	/ /		£
Premium Bonds		Premium Bonds	
How many do you have?	What are they worth?	How many do they have?	What are they worth?
<input type="text"/>	<input type="text"/> £	<input type="text"/>	<input type="text"/> £



13.4 Stocks and shares

Do you or your partner have any stocks and shares?

No Please go to section **13.5**.

Yes Please give us details below. If you need more space, fill in your details in section **21**.



You		Your partner	
Please tell us the name of the companies you have shares with and the number you hold.		Please tell us the name of the companies they have shares with and the number they hold.	
Name of company	Number held	Name of company	Number held

13.5 Other property

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



Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare.

No Please go to section **13.6**.

Yes Please give us details below. If you need more space, fill in your details in section **21**.

You	Your partner
Please tell us the address.	Please tell us the address.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode	Postcode
<input type="text"/>	<input type="text"/>
£	£
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Who lives in the property and what is their relationship to you?	
<input type="text"/>	<input type="text"/>

How much is it worth?

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

Who lives in the property and what is their relationship to you?

13.6 Other investments

Do you or your partner have any other investments, cash or savings (for example, ISAs, PEPs, TESSAs, Credit Union, funeral plans and so on)?



Please also use this box if you need more space for details of any accounts.

No Please go to section **14**.

Yes Please give us details below.

You	Your partner
Please give the account details and value.	Please give the account details and value.
<input type="text"/>	<input type="text"/>

14 About your tenancy

Do you rent your home?



No Please go to section 17.

Yes Please give us details below.

We need to see proof of your tenancy and rent payments. These must be original documents, not photocopies, from the list below. Please read the list carefully. You may need to send more than one document.

If this is your first claim at this address, please send us:

- your tenancy agreement; **and**
- proof of rent payments you have made (for example, your rent book or receipts).

(If you do not have a tenancy agreement, or the initial term of your tenancy has run out, please ask your landlord, landlady or agent to fill in the 'Confirmation of tenancy' form on page 28.)

If you have claimed at this address before, please send us:

- the 'Confirmation of tenancy' form (which is on page 28); and
- proof of rent payments you have made (for example, your rent book or receipts).

14.1 Tenancy details

When did your tenancy start and when is it due to end?

Start

End

When did you move in?

How long is your tenancy?

How much is your rent?

How often is your rent due?

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

No Yes How many do you have each year?

Is your rent registered?

No Yes If 'yes', send us the notification of registration form.

Are you expecting a rent increase within the next 12 months?

No Yes If 'yes', when is this due?

What is your landlord's or landlady's name?

What is their address?

Postcode

What is their phone number and e-mail address?

Phone:	E-mail:
--------	---------

Does your landlord or landlady own the property you are claiming for?

No Yes

Are you or your partner, or anyone else who lives with you, related to your landlord or landlady or any member of their family?

No Yes Give us details below.

Have you or your partner ever been a partner of your landlord or landlady?

No Yes

14.1 Tenancy details (continued)

Have you or your partner ever owned, or been in the process of buying, the property you are renting now?

No Yes

Does an agent deal with your tenancy?

No Yes Give details below.

Their name and address:

Their phone number:

14.2 Your service charges

Does your rent include amounts for the following?

No Yes

Please tell us which services are included in the rent, how much you pay and how often you pay.

Council Tax	£	every
Heating	£	every
Lighting	£	every
Cleaning	£	every
Hot water	£	every
Water rates	£	every
TV licence	£	every
Personal laundry	£	every
Fuel for cooking	£	every
Window cleaning	£	every
Use of a washing machine or dryer	£	every
Buildings insurance	£	every
Contents insurance	£	every
Warden services	£	every
Emergency alarm system	£	every
General counselling and support	£	every
Personal care and support	£	every

Does your rent include any service charges for areas you share with other people?

No Yes What services are included?

Cleaning and maintenance Fuel Gardening

Does your rent include any other service charges?

No Yes

What are these for?

Are any of these charges automatically included in your rent, even if you don't use the service?

No Yes In the space below, tell us what the charges are for, how much they are and how often you pay it.

Does your rent include money for meals?

No Yes What meals are provided?

Breakfast Lunch Evening meal

Do you pay water charges direct to the water authority?

No Yes

Do you use any part of your home for business purposes?

No Yes

14.3 Your accommodation

How many floors are there in the whole building (including the ground floor)?

How many rooms are there in the building?

Please tell us:

- how many rooms there are in the whole building;
- how many of these rooms are for you and your family to use; and
- how many rooms you share with other people.

	In the whole building	For you and your family	Shared with other people
Living rooms			
Bedrooms			
Bedsitting rooms			
Kitchens			
Bathrooms			
Separate toilets			
Other			
What are these rooms?			
Total number of rooms			

Who is responsible for decoration?

Landlord or landlady You Don't know

Is your home furnished by your landlord or landlady?

No Yes

How is it furnished?

Fully furnished Partly furnished Carpets and curtains only

Does your rent include payment for a garage?

No Yes

Can you rent your home without the garage?

No Yes

Does your home have central heating?

No Yes

What type of home do you live in?

Please tick the box that best describes your home.

Detached house	<input type="checkbox"/>	Detached bungalow	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Semi-detached bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Terraced bungalow	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Care or nursing home	<input type="checkbox"/>	Caravan or mobile home	<input type="checkbox"/>
Converted flat	<input type="checkbox"/>	Purpose-built flat	<input type="checkbox"/>	Other	<input type="checkbox"/>
Bedsit	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	<input type="text"/>	
Board and lodgings	<input type="checkbox"/>	Room or rooms	<input type="checkbox"/>	<input type="text"/>	

If you live in a caravan or mobile home, do you only pay ground rent?

No Yes

Do you and your family share the building you live in with anyone else?

No Please go to part 15 Yes Please tick the boxes below to show:

Which floor do you live on?

Basement First floor Other (please give details)

Ground floor Second floor

As you face the front of the building, where is your home?

Front right Front centre Front left

Back right Back centre Back left

15 Paying your Housing benefit

The safest and easiest way to receive your benefit is to have it paid straight into your bank or building society account as it avoids the risk of cheques being stolen or delayed in the post. We cannot pay Housing Benefit into a post office card account. If you do not give us your bank details, we will pay your Housing Benefit by cheque and you will need a bank account in your name so you can pay the cheque into it.

For more information, please pick up the leaflet about basic bank accounts at the address on the front of this form.

If you:

- are a council tenant or housing association tenant; or
 - are a private tenant and live in a caravan or mobile home, on a houseboat, or in supported housing provided by a charity or voluntary organisation;
- you can choose to have your benefit paid into your bank account or direct to your landlord.

If this applies to you, how would you like to be paid?

- To my account Fill in your bank details in part 17.
To my landlord Go straight to part 16.

If the circumstances above do not apply to you, we will work and pay your benefit under the Local Housing Allowance rules, that were introduced on 7 April 2008. Under those rules, we must normally pay your benefit to you and you will be responsible for paying the rent to your landlord. Give your bank details in part 17.

16 Paying benefit to your landlord or landlady

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

If you are authorising us to pay your Housing Benefit straight to your landlord or landlady, we can tell them whether:

- you have claimed Housing Benefit;
- we have made a decision about your claim;
- we have made a payment to you; or
- we need more information before we can make a decision about your claim.

We will not give your landlord or landlady any information about:

- your personal or household circumstances; or
- your financial circumstances.

For most Housing Benefit claims, we are only allowed to pay the landlord or landlady every four weeks for the four weeks just gone.

You can avoid having to repay Housing Benefit if you let us know about any changes in your circumstances as soon as you can. You must let us know about any changes that happen which may affect your entitlement to Housing Benefit.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord or landlady. If you want to give us your permission, please sign below.

Please pay my Housing Benefit straight to my landlord or landlady. I understand that:

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

I declare that I have read the details above about the payments of my Housing Benefit. I understand you can give the details of my claim to my landlord or landlady.

Signature

Date

You can withdraw your permission at any time.

17 Your bank details

Bank or building society name

Address of bank or building society

Bank or building society sort code

Name of the account holder

Account number

Building society roll number or reference number

Your signature

Date

E-mail address

If you think that you would not be able to manage your rent payments (for example, because you are in a lot of debt, have a learning disability, have language problems, are ill or are addicted to drugs, alcohol or gambling), we may be able to pay your benefit direct to your landlord. If you want us to pay your benefit to your landlord, please contact us.

18 Backdating

We can award benefit for a period before the date of your claim (backdate it), but only 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 to claim benefit from and why you did not claim before. In some cases we may backdate for up to 26 weeks before the date we get your claim

Tell us the date you want to claim benefit from.

Tell us why you did not claim earlier.

19 Discussing your claim with someone else

Do you want someone else to deal with us on your behalf?

No

Yes Give their details below.

Their name

Their relationship to you

Their phone number

Your signature

20 Forms filled in by someone else

Has this form been filled in by someone other than the person who is making the claim?

No

Yes The person who has filled in the form (the representative) must fill in this part.

Are you an officer of the council? No Yes

Why have you filled this form in for the person claiming?

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

Representative's name

Phone number

Address

Date

Relationship to the person claiming

Signature

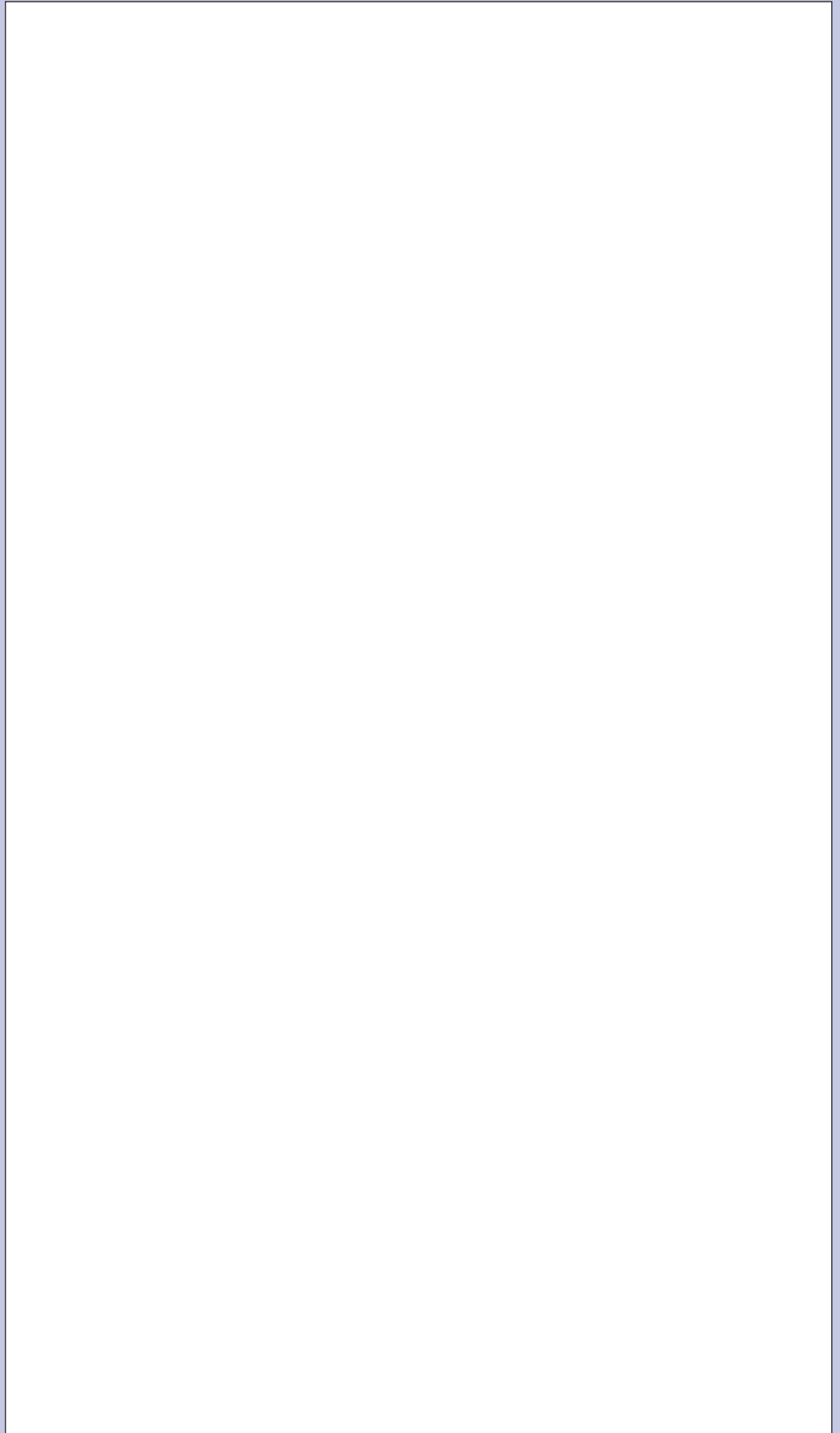
Are you or your partner one of our councillors or employees, or related to one of our councillors or employees?

No Yes Give their names and their relationship to you in the box below.

21 Extra information

Use this space to tell us:

- about any exceptional circumstances you would like us to consider when deciding your claim; and
- any information you did not have enough space for on the form.



Please go to the next page.

22 Declaration

Please carefully read and tick the declaration at the bottom of this page before you sign it.

Plain English Campaign's Crystal Mark does not cover this page.

I/we understand that you may prosecute me/us and I/we will have to repay any overpaid benefits if:

- I/we lie to you so that I/we can get benefit;
- I/we give you false information so that I/we can get benefit;
- I/we do not tell you about any changes to my/our circumstances that may affect my/our claim; or
- I/we claim benefit when I/we know I/we should not.

I/we will write and tell you about any changes to:

- my/our income, my/our partner's income and the income of anyone else who lives with me/us;
- my/our savings and my/our partner's savings;
- the number of people who live with me/us; and
- my/our address and my rent.

I/we declare that:

- if this form has been filled in by someone else on my/our behalf, I/we have read it, or have had it read to me/us;
- the details given on the form are true and complete;
- I/we have got permission from everyone else who lives with me/us to use their details to process my/our claim; and
- I have ticked below to show what I am doing about the proof I need to provide with this form.

Sections 4 to 6 – Proof of income for any other people who live with you

No-one else lives with me I/we have enclosed proof with my form I/we will provide proof later

Section 9 – Proof of the money you or your partner earn

I/we do not earn any money I/we have enclosed proof with my form I/we will provide proof later

Section 11 – Proof of benefits or pensions or tax credits you or your partner receive

I/we do not receive any benefits or pensions I/we have enclosed proof with my form I/we will provide proof later

Section 12 – Proof of any other income you or your partner have

I/we do not have any other income I/we have enclosed proof with my form I/we will provide proof later

Section 13 – Proof of any savings you or your partner have

I/we do not have any savings I/we have enclosed proof with my form I/we will provide proof later

Section 13 – Proof of your or your partner's current account

I/we do not have any current accounts I/we have enclosed proof with my form I/we will provide proof later

Section 14 – Proof of tenancy and rent

I/we do not rent a property I/we have enclosed proof with my form I/we will provide proof later

I/we give you permission to check any information relating to my/our claim for benefit.

X

/ /

X

/ /

We must protect the public funds we handle, so we may use the information provided on this form to prevent and detect fraud. We may share this information with other organisations that handle public funds for the same purpose. We may use this information to promote other council services you may be entitled to. We will keep information about you on computer and we will keep to the rules laid down by the Data Protection Act 1998. Malvern District Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

If someone else has filled in this form for you, they must sign the declaration in section 20.

Confirmation of tenancy form

Please tear out this form and fill in your name, address and claim reference number (if you know it). Then give the form to your landlord, landlady or their agent to fill in the rest of it.

They can then either send it straight back to us at the addresses overleaf, or give it to you to return to us.

Send in your application form straight away – do not wait for this confirmation of tenancy form to be filled in.

Tenant to fill in

Name

Address

Claim reference

(if you know it)

Landlord, landlady or their agent to fill in

Whose name or names is the tenancy in?

When did the tenancy start and when will it end?

Start

 / /

End

 / /

When did the tenant move in?

 / /

What is the rent reference (if applicable)?

How much is the rent?

£

How often is the rent due?

Every week Every four weeks Every month

Other If other, how often is it due?

Does the rent include any payment for service charges?

No Yes

Please tell us which services are included in the rent, how much the tenant pays and how often they pay.

Council Tax	<input type="text"/>	£	every
Heating	<input type="text"/>	£	every
Lighting	<input type="text"/>	£	every
Cleaning	<input type="text"/>	£	every
Hot water	<input type="text"/>	£	every
Water rates	<input type="text"/>	£	every
TV licence	<input type="text"/>	£	every
Laundry	<input type="text"/>	£	every
Fuel for cooking	<input type="text"/>	£	every
Window cleaning	<input type="text"/>	£	every
Building insurance	<input type="text"/>	£	every
Contents insurance	<input type="text"/>	£	every
Warden services	<input type="text"/>	£	every
Emergency alarm system	<input type="text"/>	£	every
General counselling and support	<input type="text"/>	£	every
Personal care and support	<input type="text"/>	£	every

Does the rent include money for meals?

No Yes

What meals are provided?

Breakfast Lunch Evening meal

How is the rent paid?

Cash Cheque Standing order or direct debit

Paid in full by Housing Benefit Other

Please tell us the method.

What proof of payment do you give the tenant?

Receipt Rent book Statement Other

Please tell us what other proof you give.

Is the tenant behind with their rent payments?

No Yes

How much rent is overdue?

£

What is the period of the arrears?

from / /

to / /

Do you own this property?

No Yes

Is there any other information about the tenancy that the council should know?

No Yes

Please give details below.

Landlord's or landlady's full name

Landlord's or landlady's full address

 Postcode

Landlord's or landlady's phone numbers and email address

Agent's full name
(if this applies)

Agent's full address
(or official stamp)

 Postcode

Your landlord's or landlady's declaration

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

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.

 / /

Please return this filled-in form to your local office:

Malvern Hills District Council, Revenues and Benefits, PO Box 21, Pershore, WR10 9DB

Worcester City Council, Revenues and Benefits, PO Box 31, Pershore, WR10 9DD

Wychavon District Council, Revenues and Benefits, PO Box 11, Pershore, WR10 1PU

For the employee to fill in

Name:

Claim reference:

Address:.....

.....

Employee number:

Job title:.....

National Insurance number:

Letter to employer

Please provide the following information about your employee and send to your local Council office overleaf. This will help your employee to claim benefit.

For the employer to fill in

- 1 Date the employee started work at your company (and the date they left, if appropriate) / /
- 2 Are the wages paid: every week? every two weeks? every four weeks? every month?
- 3 Is he or she contracted out of the National Insurance scheme? Yes No
- 4 Has there been any pay rise during the last six months? Yes No
- 5 If 'Yes', please give the date of the pay rise / /
- 6 Please fill in the table for the last five payslips (if the employee is paid every week), three payslips (if the employee is paid every two weeks) or two payslips (if the employee is paid every month or four weeks).

	1	2	3	4	5
Date					
Tax code					
Tax week number					
Gross pay to date					
Hours worked					
Gross pay (before deductions)					
Working Tax Credit (from April 2003)					
Sick pay and so on					
Deductions – Tax					
– National Insurance					
– Pension scheme					
– Other					
Net pay (after deductions)					

If any bonuses or expenses are included in the gross pay or paid separately, please give details.

.....

Please give details of any other deductions.

- 7 If any holiday pay is included in the figures above, please give us the following details.

Period from / / to / / Amount: £.....

- 8 Will your employee's wages change in the future? Yes No

- 9 How are the wages paid? Direct to bank Cash Cheque

Signature:..... Position:.....

Print name:..... Company stamp:

Name and address:

.....

..... Phone:

Your local Council offices

Malvern Hills District Council

Revenues and Benefits, PO Box 21, Pershore, WR10 9DB

Worcester City Council

Revenues and Benefits, PO Box 31, Pershore, WR10 9DD

Wychavon District Council

Revenues and Benefits, PO Box 11, Pershore, WR10 1PU