



A claim form for Housing Benefit and Council Tax Benefit

Please read the enclosed notes before filling in this form. Fill in this form using black ink.

Which benefit do you want to claim?

Council Tax Benefit No Yes

Housing Benefit No Yes

If you rent your home, who do you rent it from?

The Council or Tristar Homes Ltd

A housing association

A private landlord

Part 1 About you and your partner

Do you have a partner who normally lives with you?

No Yes

By partner we mean a person you are married to or a person you live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

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

You

Your partner

Last name

Other names

Any other last names you have used, including any maiden names

Title (Mr, Mrs, Miss, Ms and so on)

Address you are claiming benefit for, including your room or flat number

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

Postcode

Postcode

Date of birth

 / /
 / /

National Insurance number

You can find this on payslips or letters from social security or the tax office. **We cannot decide your claim if we do not have your National Insurance number.**

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

If your partner does not have a National Insurance number, or cannot find it, tick this box.

Your phone number

Mobile number

E-mail address

Part 1 About you and your partner – continued

You

Your partner

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

 / /
 / /

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

No

Yes When did you claim?

 / /

Which council did you claim from?

What name did you claim in?

What address did you claim for?

 Postcode

No

Yes When did they claim?

 / /

Which council did they claim from?

What name did they claim in?

What address did they claim for?

 Postcode

Have you told the council that paid your benefit that you have moved?

No

Yes

 Postcode

No

Yes

 Postcode

If you have moved home in the last 12 months, tell us your last address if it is different from above.

Tell us whether you were the homeowner, a private tenant, a council tenant or a boarder at this address?

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last five years?

No

Yes We will write to you about this.

No

Yes We will write to you about this.

What is your nationality?

If your nationality is not British, on what date did you last enter and apply to stay in the UK?

 / /
 / /

The UK is England, Northern Ireland, Scotland and Wales.

Part 1 About you and your partner – continued

	You	Your partner
Are you or your partner in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you go in? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">/ /</div> When will you come out (if you know this)? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">/ /</div>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">/ /</div> When will they come out (if you know this)? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">/ /</div>
Do you or your partner get Disability Living Allowance for care?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner get Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does anyone get Carer's Allowance for looking after you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Have you or your partner ever claimed Carer's Allowance but were not paid because you were better off getting another Social Security benefit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner have a vehicle from a mobility scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner pay towards the upkeep of a student?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you pay? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">£</div> How often? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">Every</div>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do they pay? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">£</div> How often? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">Every</div>
Are you or your partner a student?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Do you study full-time or part-time? Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> How much of your income is taken into account when working out your grant? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">£ a year</div>	Do they study full-time or part-time? Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> How much of their income is taken into account when working out their grant? <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto; text-align: center;">£ a year</div>
Please tick if you or your partner are:		
• an apprentice	<input type="checkbox"/>	<input type="checkbox"/>
• on youth training	<input type="checkbox"/>	<input type="checkbox"/>
• in legal custody	<input type="checkbox"/>	<input type="checkbox"/>
• severely mentally impaired	<input type="checkbox"/>	<input type="checkbox"/>
• registered blind	<input type="checkbox"/>	<input type="checkbox"/>
• long-term sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>

We will contact you if we need any more information.

Part 2 About caring for others

Does anyone in your home care for someone else who receives the care component of Disability Living Allowance or Attendance Allowance?

No Go to **part 3**.

Yes Tell us their names and how many hours a week they provide care for.

Name	Cares for	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 3 About children

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

No Go to **part 4**.

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

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

	First child	Second child	Third child
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" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<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"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the child registered blind?

No

Yes

No

Yes

No

Yes

Does the child get Disability Living Allowance?

No

Yes

No

Yes

No

Yes

Part 3 About children – continued

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

First child

No

Yes Tell us the name and registration number of the minder.

How much do you pay a week?

£

We need to see evidence.

Second child

No

Yes Tell us the name and registration number of the minder.

How much do you pay a week?

£

We need to see evidence.

Third child

No

Yes Tell us the name and registration number of the minder.

How much do you pay a week?

£

We need to see evidence.

Part 4 About other people who live with you

Do any adults usually live with you and your partner?

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

No Go to part 5.

Yes Give details below.

Now tell us about all the people who usually live with you and your partner.

If there are more than three people, use a separate sheet of paper.

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

First person

Second person

Third person

Last name

Other names

Date of birth

 / /
 / /
 / /

Are they a joint owner or joint tenant?

No

Yes

No

Yes

No

Yes

Their relationship to you or your partner

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

National Insurance number (if known)

Do they get Disability Living Allowance or Attendance Allowance?

No

Yes How much?

£ a week

No

Yes How much?

£ a week

No

Yes How much?

£ a week

Part 4 About other people who live with you – continued

First person

Second person

Third person

Are they registered blind?

No

No

No

Yes

Yes

Yes

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

No

No

No

Yes Tell us which.

Yes Tell us which.

Yes Tell us which.

Are they severely mentally impaired?

No

No

No

Yes

Yes

Yes

Are they in legal custody at the moment?

No

No

No

Yes When are they expected to come out?

Yes When are they expected to come out?

Yes When are they expected to come out?

 / /
 / /
 / /

Are they in hospital at the moment?

No

No

No

Yes When did they go in?

Yes When did they go in?

Yes When did they go in?

 / /
 / /
 / /

When will they come out (if you know this)?

When will they come out (if you know this)?

When will they come out (if you know this)?

 / /
 / /
 / /

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

No

No

No

Yes

Yes

Yes

Do they normally work for 16 hours or more a week?

No

No

No

Yes Tell us their earnings before any deductions.

Yes Tell us their earnings before any deductions.

Yes Tell us their earnings before any deductions.

 £

 £

 £

We need to see evidence of their earnings.

We need to see evidence of their earnings.

We need to see evidence of their earnings.

Do they have any other income at all?

No

No

No

Yes Name of first other income

Yes Name of first other income

Yes Name of first other income

How much is it before deductions?

How much is it before deductions?

How much is it before deductions?

 £ a week

 £ a week

 £ a week

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

Part 4 About other people who live with you - continued

First person

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other income.

Second person

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other income.

Third person

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other income.

Are any of the people who normally live with you partners of each other?

No

Yes Tell us their names.

is the partner of

We must see evidence of these people's incomes. If they refuse to tell you their income or you do not send us evidence of their income, we may take the highest level of deduction. Read the checklist to see what you can use as evidence.

Part 5 About Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance and Pension Credit

Are you getting or waiting to hear about any of these benefits?

Income Support

You
No
Yes

Your partner
No
Yes

Income-based Jobseeker's Allowance

No
Yes

No
Yes

Income-related Employment and Support Allowance

No
Yes

No
Yes

Pension Credit (Guarantee Credit)

No
Yes

No
Yes

If yes, when did you or your partner:

claim this benefit?

start to get this benefit?

If you are actually getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit (Guarantee Credit), go to part 14. If you are still waiting to hear about your claim for these benefits go to part 6.

Part 6 About being self-employed

Are you or your partner self-employed?

No Go to **part 7**.

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, please fill in a business income sheet (SEMP2) which you can get from our benefit office.

You

Your partner

What kind of work do you do?

When did the business start?

 / /
 / /

Start date of current financial year

 / /
 / /

Name of business

What is the business address and postcode?

Are you the director of a limited company?

No

Yes We need to see evidence of this. Go to **part 7**.

No

Yes We need to see evidence of this. Go to **part 7**.

Are there any other partners in the business?

No

Yes Tell us their name and address.

No

Yes Tell us their name and address.

 Postcode

 Postcode

What percentage of the total profit or loss is yours?

 %

What percentage of the total profit or loss is yours?

 %

Is your partner on the payroll?

No

Yes

How much are they paid?

 £

How often?

 Every

No

Yes

How much are they paid?

 £

How often?

 Every

Are there any other people on the payroll?

No

Yes

No

Yes

Part 6 About being self-employed – continued

	You	Your partner
How many hours a week do you usually work?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Do you get a Regeneration Budget Payment?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 100%;" type="text"/> £ How often? <input style="width: 100%;" type="text"/> Every	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 100%;" type="text"/> £ How often? <input style="width: 100%;" type="text"/> Every
Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 100%;" type="text"/> £ How often? <input style="width: 100%;" type="text"/> Every	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 100%;" type="text"/> £ How often? <input style="width: 100%;" type="text"/> Every
Do you have prepared profit and loss accounts for the last financial year?	No <input type="checkbox"/> Yes <input type="checkbox"/> What percentage of the expenses shown in your accounts are for private use? <input style="width: 50%;" type="text"/> % Vehicle <input style="width: 50%;" type="text"/> % Phone <input style="width: 50%;" type="text"/> % Rent or mortgage <input style="width: 50%;" type="text"/> % Council Tax <input style="width: 50%;" type="text"/> % Heating and lighting Other (please give details) <input style="width: 50%;" type="text"/> % <input style="width: 100%;" type="text"/> <input style="width: 50%;" type="text"/> % <input style="width: 100%;" type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> What percentage of the expenses shown in your accounts are for private use? <input style="width: 50%;" type="text"/> % Vehicle <input style="width: 50%;" type="text"/> % Phone <input style="width: 50%;" type="text"/> % Rent or mortgage <input style="width: 50%;" type="text"/> % Council Tax <input style="width: 50%;" type="text"/> % Heating and lighting Other (please give details) <input style="width: 50%;" type="text"/> % <input style="width: 100%;" type="text"/> <input style="width: 50%;" type="text"/> % <input style="width: 100%;" type="text"/>
Do you have your latest HMRC Tax Calculation?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please provide this.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please provide this.

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

Part 7 About working for an employer

Do you or your partner work for an employer?

No Go to **part 8**.

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

How many jobs do you have?

What kind of work do you do?

What is your employer's name, and address and postcode?

When did you start this job?

 / / / /

What is your payroll, employee or staff number?

Are you employed for a limited period?

No

Yes When will you finish?

 / /

No

Yes When will they finish?

 / /

How often do you get paid?

 Every Every

How much do you get paid before tax and National Insurance are taken off?

 £ £

How are you paid?

For example, in cash, by cheque or straight into a bank or building-society account.

When was your last pay rise?

 / / / /

When will your next pay rise be?

 / / / /

How many hours a week do you usually work?

Give details of any regular overtime, bonuses or commission.

Amount of tips per week.

Part 7 About working for an employer – continued

	You	Your partner
Are you getting Statutory Sick Pay (SSP) 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?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
	How often?	How often?
	Every <input style="width: 150px;" type="text"/>	Every <input style="width: 150px;" type="text"/>

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

Part 8 About any other work

Do you or your partner do any other work at all?

This can be voluntary work or any other work, even if it is not paid work.

- No Go to **part 9**.
 Yes Answer the questions on this page.

	You	Your partner
What other work do you do?	<input style="width: 250px; height: 50px;" type="text"/>	<input style="width: 250px; height: 50px;" type="text"/>
What is the name and address of the person you do this work for?	<input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/>	<input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 250px; height: 20px;" type="text"/>
	Postcode	Postcode
When did you start this work?	<input style="width: 150px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>
How many hours a week do you usually work?	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
Do you get paid?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you get before any deductions?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you get before any deductions?
If you only get expenses or tips, still tick 'Yes' and give details.	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
	How often?	How often?
	Every <input style="width: 150px;" type="text"/>	Every <input style="width: 150px;" type="text"/>

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

Part 9 About benefits and pensions

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

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

- Attendance Allowance
- Bereavement Allowance
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Contribution-related Employment and Support Allowance
- Disability Living Allowance
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Pension Credit (Savings Credit)

No Go to **part 10**.

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

- Retirement Pension
- Severe Disablement Allowance
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's or Widower's Benefits
- Working Tax Credit
- Statutory Sick Pay or Statutory Maternity Pay

If you are getting or have claimed any benefit that is not listed, or receive more than three types of benefit, 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?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text"/>	<input type="text"/>
	Every	Every
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?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text"/>	<input type="text"/>
	Every	Every
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?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text"/>	<input type="text"/>
	Every	Every
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?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text"/>	<input type="text"/>
	Every	Every

Part 10 About other money coming in

Do you or your partner, or any children you are claiming for, have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

This includes occupational pensions; 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. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

If there are more than three types of income, use a separate sheet of paper.

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

No Go to **part 11**.

Yes Answer the questions on this page.

Other money 1

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

Other money 2

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

Other money 3

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

Part 10 About other money coming in – continued

Does anyone owe money to you, your partner or any children you are claiming for?

No

Yes What for?

How much?

Are you expecting to get any money in the next 12 months?

No

Yes What for?

For example, a redundancy payment or a payment instead of notice or holiday.

How much?

Have you told us on this form about all the money you, your partner or any children you are claiming for have coming in?

No Tell us about it on a separate sheet of paper.

Yes

If you have any money paid into a bank account, please do not forget to tell us about the account in Part 12.

Part 11 About personal pension plans

Are you or your partner aged 60 or over and have a pension plan which you are not receiving an income from?

No Go to **part 12**.

Yes Answer the questions below.

You

Your partner

What is the name of the pension provider?

What is the address and postcode of the pension provider?

What is the policy number?

Part 12 About capital, savings and investments

Do you or your partner have any bank accounts?

No

Yes Tell us about all your **bank accounts**, even empty or overdrawn ones. If there are more than three bank accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any building-society accounts?

No

Yes Tell us about **building-society accounts**, even if you do not use them regularly. If you have more than two building-society accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any post office accounts?

No

This includes savings accounts and Post Office card accounts.

Yes Tell us about **post office accounts**. If you have more than two post office accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Part 12 About capital, savings and investments - continued

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any Premium Bonds?

No

Yes Value

£

Do you or your partner have any National Savings Certificates?

No

Yes Issue number

Value

How many?

£

Issue number

Value

£

How many?

Do you or your partner have any stocks, shares, bonds or unit trusts?

No

Yes Company name

How many?

Company name

How many?

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

No

Yes Tell us about this.

For example, cash, TESSAs, ISAs, TOISAs, compensation, or any other money you have not told us about on this form.

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

No

Yes

If your and any partners capital is more than £6,000 (£10,000 if Pension Age) we must see evidence of all bank accounts, capital, savings and investments. Read the checklist to see what you can use as evidence.

Part 13 About property and land

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?

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

No Go to **part 14**.

Yes What is the address and postcode?

How much is it worth?

£

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

£

Is it up for sale?

No

Yes When did it go up for sale?

/ /

Does anyone live in the property?

No

Yes

We may contact you for more information.

Part 14 About rent

Do you pay rent for your home?

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

No Go to **part 18**.

Yes Answer the next question.

When did you start renting your home?

/ /

What is your landlord's full name and business address and postcode?

By landlord we mean the person or organisation who owns the property you live in.

What is your landlord's phone number?

--

If your landlord has an agent, tell us their full name and address and postcode.

By agent we mean the person or organisation you actually pay your rent to.

Part 14 About rent – continued

Are you, your partner or any of your or your partner's children related to your landlord or agent or to your landlord's partner or your agent's partner?

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

No

Yes

What is the relationship?

is my landlord's

is my agent's

Does your landlord live at the same address as you?

No

Yes

Have you or your partner ever been the owner of this property within the last five years?

No

Yes

Is renting this property a condition of your employment?

No

Yes

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for?

/ / to / /

How much is the rent for your home?

£ every

(For example, every week, two weeks, four weeks or month.)

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

No

Yes

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

How much of the rent do you pay?

£ every

(For example, every week, two weeks, four weeks or month.)

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

No

Yes

Please send us the notice of registration (RO5).

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

No

Yes

How many in a year?

For example, rent-free weeks.

Part 14 About rent – continued

Are you behind with your rent?

No

Yes By how many weeks?

How do you pay for water rates?

In the rent

Bill from water authority

How do you pay for electricity?

Bill

Key or slot meter

In the rent

Pay landlord on top of the rent

How do you pay for gas?

No gas

Bill

In the rent

Pay landlord on top of the rent

Key or slot meter

Does your rent include money for meals?

No

Yes Which meals are included?

Breakfast

Lunch

Evening meal

Other

Are you living away from home at the moment?

No

Yes Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

Tell us the address and postcode of where you are living at the moment.

If your home has been sublet, tell us 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 to see what you can use as evidence.

Part 15 About where you live

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

- | | | | |
|-----------------------------------|--------------------------|--------------------------|--------------------------|
| Caravan, mobile home or houseboat | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Board and lodgings | <input type="checkbox"/> | Residential care home | <input type="checkbox"/> |
| House or bungalow | <input type="checkbox"/> | Other | <input type="checkbox"/> |

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is a bedroom used solely by a carer who does not live in your home to provide overnight care?

No

Yes **Tell us who provides the care and for who**

Person or Company

Cares for

If you have a room or rooms, where are they in the property?

- | | | | |
|----------------|--------------------------|-----------------|--------------------------|
| Left-hand side | <input type="checkbox"/> | Right-hand side | <input type="checkbox"/> |
| At the front | <input type="checkbox"/> | In the middle | <input type="checkbox"/> |
| | | At the back | <input type="checkbox"/> |

How many floors are in the whole building?

Which floor or floors do you live on?

- All floors
- Other (floor or floors, tell us below)

Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.

No

Yes **What is the address and postcode?**

How much do you pay for this home?

£

Part 16 Paying your Housing Benefit

We will usually pay Housing Benefit straight into your bank or building society account. In some cases we can pay it direct to your landlord.

Account details

Please give details below of the bank or building society you want your Housing Benefit paid into.

We cannot pay benefit into post office accounts or some building society accounts. You may wish to check with your building society before deciding the account you want your benefit paid into.

Name the account is in

Name of bank or building society

Address and postcode of bank or building society

Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Roll number

(if you have a building society account)

If you do not have a bank or building society account please tick this box.

Payment to your landlord

Housing Benefit cannot normally be paid to your landlord if you rent privately. Please read the section on Local Housing Allowance on the notes page.

We can pay your Housing Benefit direct to a private landlord if you have difficulty managing your money because of mental-health problems or severe debt problems, for example.

If you would like us to consider paying your Housing Benefit direct to your landlord for health reasons or because you do not think you can be responsible for paying your rent yourself, tell us your reasons why in the box below.

Send us any documents you have as proof to support your request.

If you are a housing association tenant or in supported lodgings you can have your benefit paid direct to your landlord.

Do you want your Housing Benefit to be paid to your landlord?

No

Yes

Part 17 Sharing information with your landlord

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

We may need to ask your landlord about some of your information (for example, the date your tenancy started) before we can make a decision on your claim. If we need to do this we can contact your landlord without your permission.

By law, we must tell your landlord about certain decisions we make about your claim (for example, if we decide to pay your benefit direct to your landlord).

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

If you give us permission, we would be able to tell your landlord if:

- you have claimed Housing Benefit;
- we have made a decision on your claim;
- we have made a payment to you, when we paid the payment and how much the payment was; and
- we need more information to make a decision about your claim and what that information is.

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 Stockton-on-Tees Borough Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

**Full name
(in BLOCK CAPITALS)**

**Address and
postcode**

Date

Part 18 Telling us about changes in your circumstances

We work out your benefit using the details you have given in this form. You must:

- tell us if any of the details change while you wait for us to work out your benefit;
- check the letter we send you telling you how your benefit is worked out (if any details are not correct you must let us know straight away); and
- tell us about any change that may affect the amount of benefit we pay you.

If you tell another government department such as the Department for Work and Pensions about changes in your circumstances, this does not mean that we will be told about the change. **You** must tell us.

What you must tell us when your circumstances change

- What has changed.
- How it has changed.
- The date your circumstances changed.

We usually need proof of the change and the proof you send us must be an original document. You can take original documents to be copied free of charge to the offices listed in the attached notes.

If you are not sure what you need to tell us, call us on 01642 393829.

When to tell us about the change

You should tell us about the change as soon as you can. The sooner you tell us, the sooner we can amend your benefit. We will usually work out your new benefit from the Monday after the date the change happened.

If the change means you get less benefit, the longer you delay telling us, the more benefit you will have to pay back.

If the change means you will get more benefit but you leave it longer than **one** month to tell us, you may **lose** benefit - we will only give you the new benefit from the Monday after you tell us. If you do not have proof, tell us about the change straight away. You can provide proof later.

Letting us know

You can:

- call us on 01642 393829;
- write to us at Stockton Benefits Service, 16 Church Road, Stockton, TS18 1TX; or
- call into any of the offices listed in the attached notes.

Examples of changes to tell us about

This is not a full list. Please ask us for advice if you are not sure.

Tell us if:

- your income or the income of your partner or any other adult who lives in your home, including wages, state benefits or pensions changes;
- the money you or your partner have in the bank, building society or other investments you have changes;
- the number of people who live in your home changes;
- you move home or your rent changes;
- the childcare costs you pay to a registered childminder, nursery or out of school club changes; or
- the amount of Child Benefit or tax credits you receive changes.

You do **not** need to tell us:

- if the change only affects the amount of Income Support, income-based Jobseekers Allowance or income-related Employment and Support Allowance you receive; or
- about any change in your rent if you are a Tristar Homes Ltd tenant.

We cannot know if something has changed if you don't tell us!

Part 19 Anything else you need to tell us

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

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

Part 20 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

Tell us why you have not claimed before.

Part 21 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, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

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

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law. Housing Benefit fraud investigations could possibly include checks on undeclared cohabiters'
- 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, Experian, a Credit Reference Agency and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- You may use the information in this form to tell me of any other welfare benefits or other support which may be available to me.

I know I must let you know straight away about any change in my circumstances which might affect my claim.

I confirm that the information I have given on this form is correct and complete.

Signature of the person claiming

Date

Partner's signature

Date

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming.

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

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Checklist

Please tick below to tell us what evidence you are sending with this form. We must see **original** documents, not copies. Please do not send valuable items through the post. You can take original documents to be copied free of charge to the offices listed in the attached notes.

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. **You have one month to send the evidence we need.** If you cannot send the evidence we need within one month, you must tell us why.

We can start to process your claim but **we will not be able to pay you any benefit until we have all the evidence.**

Evidence of National Insurance number

Such as National Insurance number card, payslips or letters from the tax office or the Department for Work and Pensions.

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, European Economic Community identity card or recent gas or electricity bill. We need to see one of these documents for each person but it must be different to the document you are sending as evidence of a National Insurance number.

Evidence of earnings

We also need this for any other adult living in your home.

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have these payslips, please ask your employer to fill in the enclosed 'certificate of earned income'. If you or your partner are self-employed, we need to see your accounts for the last financial year. If you do not have accounts, please ask us for a 'self-employment business income sheet'.

Evidence of benefits, allowances or pensions

We also need this for any other adult living in your home.

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

Evidence of other income

We also need this for any other adult living in your home.

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. If you or your partner are a student, please ask us for a 'student sheet'. We need evidence of any student grant, loan or bursary such as the grant award, a financial assessment for higher-education student support or a bursary award letter.

Evidence of capital, savings and investments if over £6,000 (£10,000 if Pension Age)

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. Current account bank or building-society statements must be recent.

If you do not have a bank statement you will need to provide proof of the balance in the account, such as a mini bank statement.

Evidence of rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

Evidence of other money paid out

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



Stockton-on-Tees

BOROUGH COUNCIL
www.stockton.gov.uk

Stockton Benefits Service
16 Church Road
Stockton-on-Tees
TS18 1TX

Phone: 01642 393829 or
01642 393939 extension 3829
Minicom line only: 01642 605569
E-mail: benefits.section@stockton.gov.uk

Certificate of earned income

To be filled in by the employee

Name
Address
National Insurance number
Payroll number
Occupation
Signature

To be filled in by the employer

Please help your employee by confirming the details above, providing the information we have asked for below and returning the form to the Benefit Office. Please tell us if you have different details.

How often is the employee paid?

Every week Every two weeks
 Every four weeks Every calendar month

Other (please give details) _____

How are they paid (for example, cash, cheque, into their bank)?

Normal hours worked

Normal basic wage



Stockton-on-Tees

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Name
Address
National Insurance number
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Occupation
Signature

To be filled in by the employer

Please help your employee by confirming the details above, providing the information we have asked for below and returning the form to the Benefit Office. Please tell us if you have different details.

How often is the employee paid?

Every week Every two weeks
 Every four weeks Every calendar month

Other (please give details) _____

How are they paid (for example, cash, cheque, into their bank)?

Normal hours worked

Normal basic wage

Please give details for the last five weeks, three fortnights, two months or four weeks (including overtime, bonus, Statutory Sick Pay, Statutory Maternity Pay and so on).

	Period 1	Period 2	Period 3	Period 4	Period 5
Pay period ending					
Hours worked					
Gross pay (before deductions)					
SMP or SSP included in gross pay					
Tax					
National Insurance					
Superannuation					
Tax credits					
	Period ending	Gross pay	Tax	National Insurance	Superannuation
Year to date					

Business name

Business address

Phone number

I confirm the information given is true and complete.

Name

Signature

Position in firm

Company stamp

Please give details for the last five weeks, three fortnights, two months or four weeks (including overtime, bonus, Statutory Sick Pay, Statutory Maternity Pay and so on).

	Period 1	Period 2	Period 3	Period 4	Period 5
Pay period ending					
Hours worked					
Gross pay (before deductions)					
SMP or SSP included in gross pay					
Tax					
National Insurance					
Superannuation					
Tax credits					
	Period ending	Gross pay	Tax	National Insurance	Superannuation
Year to date					

Business name

Business address

Phone number

I confirm the information given is true and complete.

Name

Signature

Position in firm

Company stamp



Stockton-on-Tees

BOROUGH COUNCIL

www.stockton.gov.uk/hsgben

Stockton Benefits Service

16 Church Road

Stockton-on-Tees

TS18 1TX

Benefit helpline: 01642 393829

Minicom line only: 01642 605569

E-mail: benefits.section@stockton.gov.uk

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

About this form

The Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It may look rather long, but we have to ask a lot of 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, 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.

If you have more than £16,000 in savings and investments, you may not qualify for Housing Benefit or main Council Tax Benefit unless you are receiving Pension Credit (Guarantee Credit).

Local Housing Allowance (LHA)

This is the new way of working out Housing Benefit for tenants in privately rented accommodation.

The new rules do **not** apply if you are a:

- Tristar tenant;
- housing association tenant;
- tenant who lives in a caravan or houseboat;
- tenant who has received Housing Benefit before April 2008, and you have not moved or had a break in your claim.

If meals are included in your rent, LHA does not apply either.

The highest amount of rent we use to work out your LHA will depend on the number of bedrooms you need according to Housing Benefit rules. The rates for the numbers of bedrooms are set by The Rent Service and they are published on our website at www.stockton.gov.uk/hsgben.

Under LHA you will no longer have the choice of paying your Housing Benefit direct to your landlord. Housing Benefit will be paid to your bank account and you will have to pay your landlord yourself. There are times, however, when we will pay your landlord direct, such as:

- if you owe more than eight weeks rent; or
- if you have difficulty managing your money on a day-to-day basis.

Payments can also be made direct to your landlord if we consider it will help you to secure a new tenancy or to remain in your home. In order to show the tenancy has been secured or retained, the rent level must be reduced to an affordable level, usually the level of the Local Housing Allowance rate.

Students

If you are a student, you can only claim benefit if you:

- are a part-time student;
- are disabled;
- have a child who is dependent on you and lives with you;
- are 60 or over; or
- are under 19 and not in higher education.

If you have a partner who is not a student, they can make a claim for benefit for both of you.

Evidence

We need to see evidence of some of the things you tell us about. There is a checklist at the end of the form to help you. We need to see original documents, not photocopies.

If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the evidence we have asked for.

Filling in the form

If you are filling in this form by hand, use black ink. 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 'Yes' or 'No' questions by putting a **tick** in the relevant box. If you are picking an answer from a list of answers, put a **tick** in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross, we will have to send the form back and this will delay the claim.

If someone else fills in the form for you, there is a special space for them to sign. You, or someone appointed by us or the Secretary of State to act on your behalf, must sign the declaration in part 21.

If you need help filling in the form

If you need any help, our phone number is 01642 393829. If you have problems hearing, our textphone number is 01642 605569. Our helpline is open from Monday to Thursday 8am to 6pm, Friday 8am to 5.30pm and Saturday 9.30am to 12.30pm. If you prefer you can call into the Customer Contact Centre at Stockton Central Library, Church Road, Stockton, or the Customer Contact Centre, Thornaby Pavilion. Our Contact Centres are open from 8.30am to 5pm, Monday to Thursday, from 8.30am to 4.30pm on Friday and from 9.30am to 12.30pm on Saturday. The offices listed in these notes will also be able to help you.

What to do next

When you have filled in the form, sign it and send it to us, with the evidence we need to see. If you prefer you can hand in the form and evidence. The offices listed can accept forms and evidence on our behalf. Do not send valuable items such as benefit order books, bank books or passports in the post.

If you cannot get the evidence we need straightaway, do not worry. Send the form to us, but let us know that you will be sending some evidence later. If you do not send the form to us straightaway, you might lose money. If you cannot get the evidence within two or three weeks, let us know. We may be able to help you.

What happens when we receive your claim

We will check if we have all the information we need. We will write to you if we need any more information. We will decide your benefit within two weeks of receiving all the information we need. The sooner you send us the information we need, the sooner we can make a decision.

When we have made our decision we will write to you. We will tell you how much we will pay you and explain how we worked out your benefit.

If you are a private tenant, and we need to send details of your rent to the rent officer, your first payment will be paid on time. We will make an estimated payment until we receive a reply from the rent officer. Then we can work out your final amount.

When we usually pay benefit from

We will usually pay your benefit from the Monday after we get your form.

If you receive Pension Credit, Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance, and you make a claim within four weeks of that application your benefit will start on the Monday after your Pension Credit, Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance is awarded.

How we pay benefit

We will pay your **Housing Benefit** every two weeks into your bank account. If your Housing Benefit is paid direct to your landlord, we will send them every four weeks for the previous four weeks. If you have a problem with paying benefit into your bank account you will need to contact us.

We will take **Council Tax Benefit** off your Council Tax bill for the year to reduce the amount you have to pay. A new bill will be sent to you (shortly after your benefit letter) to explain what your new payments will be.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim 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 & Customs, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

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

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

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

We, **Stockton-on-Tees Borough Council**, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

Benefit fraud

To report benefit fraud you can:

- call the Fraud Hotline (freephone 0800 328 6340);
- e-mail benefits.fraud@stockton.gov.uk;
- fill in the online fraud referral form at www.stockton.gov.uk/hsgben; or
- write to us at Benefits Investigation Team, 16 Church Road, Stockton, TS18 1TX.

All referrals will be treated confidentially.

You may take your claim form and documents to the following offices for them to be checked and photocopied.

Stockton

Customer Services Centre

Central Library
Church Road
Stockton-on-Tees
TS18 1TU

Billingham

Council Tax Office

Kingsway House
West Precinct
Billingham
TS23 2YD

Thornaby

Customer Services Centre

Thornaby Pavilion (Library)
Thornaby Town Centre
Thornaby
Stockton-on-Tees
TS17 9EW