

**Salford City Council**

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# **Housing Benefit and Council Tax Benefit claim form**

Please read the notes at the end of this document **BEFORE** completing the claim form. You will need to print out the complete form and answer every question.

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# Claim for Housing Benefit (including Local Housing Allowance) and Council Tax Benefit

Your name

Your address (including postcode)

You must fill in all parts of the form. Please use black ink.

### Second Adult Rebate

You will find details about Second Adult Rebate on the information sheet enclosed with this form.

Do you only want to claim Second Adult Rebate? Yes  No

If 'Yes', you only need to fill in parts 1, 2, 12, 13 and 18 onwards.

## Part 1 Information about your claim

Your daytime phone number

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

Your e-mail address

### Your current address

What date did you move into the property?  /  /

**(If you have not yet moved into the property, do not fill in this box. Please confirm the date in writing when you have moved in.)**

Are you: a council tenant?  a housing-association tenant?  a private tenant?

the owner of your home?  other?  (Please give details.)

### Your last address

If you have moved in the last 12 months, please tell us the following.

Your last address

The date you moved out  /  /

Did you get Housing Benefit (including Local Housing Allowance) or Council Tax Benefit at your last address? Yes  No

If 'Yes', which council dealt with your claim?

Did you own your last home? Yes  No  Did you rent your last home? Yes  No

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Request date  /  /

Issued date  /  /

## Part 1 Living away from home

Are you living away from home at the moment?

Yes

No

If 'No', go to part 2.

If 'Yes':

Why are you not living at home?

When did you last live at home?

When do you expect to go back home?

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

Have you sublet your home?

Yes

No

If 'Yes', who lives there now?

## Part 2 You and your partner (if you have one)

Do you have a partner who normally lives with you?

Yes

No

By 'partner', we mean:

- a person you are married to or live with as if you were married to them; or
  - a civil partner or a person you live with as if you were in a civil partnership with them.
- (A civil partnership is a formal arrangement that gives same-sex couples the same legal rights as married couples.)

Surname	Other names	Mr, Mrs, Miss, Ms	Date of birth	National Insurance number
You			/ /	<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"/>
Your partner			/ /	<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"/>

### Proof of National Insurance number

You must provide your and your partner's National Insurance number, and proof that the numbers belong to you. Read the checklist in **part 20** to see what proof you can provide.

### Proof of identity

You must provide two items of proof for you and two for your partner. Read the checklist in **part 20** to see what proof you can provide.

**You must provide original documents, not copies.**

### Ethnic background

The Government has asked us to gather information about our customers' ethnic background. We may also use this information to help us improve our services. To help us, please show which of the following groups you and your partner (if any) consider you belong to by ticking one box for you and one for your partner. You do not have to fill in this section if you do not want to.

#### White

British

You

Your partner

Irish

Other white

#### Mixed

White and black Caribbean

White and black African

White and Asian

Other mixed

#### Asian

Asian British

You

Your partner

Bangladeshi

Indian

Kashmiri

Pakistani

Other Asian

#### Black

Black British

Caribbean

African

Other black

## Part 2 You and your partner (continued)

Are you or your partner:

- |  | You                          |                             | Your partner                 |                             |
|--|------------------------------|-----------------------------|------------------------------|-----------------------------|
| • a student?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • registered blind?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • getting Attendance Allowance or the care component of Disability Living Allowance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • long-term sick or disabled and not able to work?                                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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

Yes  No  Yes  No

If 'Yes', who is receiving the allowance?

Do you or your partner have a vehicle from the Motability Scheme?

Yes  No  Yes  No

Are you or your partner in hospital at the moment?

Yes  No  Yes  No

If 'Yes':

When did you go in?

 /  /  /  / 

When do you expect to come out?

 /  /  /  / 

We will contact you if we need any more information.

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

Yes  No  Yes  No

If 'Yes', we will write to you about this.

What is your nationality?

If your nationality is not British, on what date did you last enter the UK?

 /  /  /  / 

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

## Part 3 About Income Support, income-based Jobseeker's Allowance and income-related Employment and Support Allowance

		You		Your partner	
Are you or your partner getting Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance at the moment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes':	Which one are you getting?	<input type="text"/>		<input type="text"/>	
	When did you start getting it?	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	
If 'Yes', go to part 11					
Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, or income-related Employment and Support Allowance?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes':	Which one are you claiming?	<input type="text"/>		<input type="text"/>	
	When did you make the claim?	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	

## Part 4 About Pension Credit

		You		Your partner	
Are you or your partner getting Pension Credit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'No' for both you and your partner, go to part 5.					
If 'Yes', answer the questions in this part, then go to part 11.					
Which of the following do you get?					
	Guarantee Credit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Savings Credit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you do not know what type of Pension Credit you receive, your pension notice from The Pension Service will tell you. Please provide your Pension Credit notice as proof of the amount you receive.

## Part 5 About being self-employed

		You		Your partner	
Are you or your partner self-employed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If 'Yes', we will send you a self-employed certificate to fill in.

We will need to see your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some evidence of your income.





## Part 9 About money coming in

We need proof of all your and your partner's income, including work pensions, state benefits and allowances.

**You must provide original documents, not copies.**

Read the checklist in part 20 to see what proof you can provide.

	You		Your partner	
<b>A Work and personal pensions</b>				
Do you receive a work pension or personal pension? (Include any pensions paid for a previous partner.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes':	How much do you receive after tax?		How much do you receive after tax?	
	£		£	
	How often is it paid?		How often is it paid?	
	Every		Every	
	What date did it start?		What date did it start?	
	/	/	/	/
	Who pays your pension?		Who pays your pension?	
	Do you pay tax on it?		Do you pay tax on it?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	When is your next pension increase due?		When is your next pension increase due?	
	/	/	/	/
<b>B Other pensions</b>				
State Pension	£		£	
Widow's Pension	£		£	
War Widow's Pension	£		£	
War Disablement Pension	£		£	
<b>C Benefits and allowances</b>				
Contribution-based Jobseeker's Allowance	£		£	
	What date did it start?		What date did it start?	
	/	/	/	/
Maternity Allowance	£		£	
	What date did it start?		What date did it start?	
	/	/	/	/
Widowed Mother's Allowance	£		£	
Contribution-based Employment and Support Allowance	£		£	
	What date did it start?		What date did it start?	
	/	/	/	/
Incapacity Benefit	£		£	
- long-term rate	£		£	
- short-term higher rate	£		£	
- short-term lower rate	£		£	
	What date did it start?		What date did it start?	
	/	/	/	/
Disability Living Allowance	£		£	
- Care component	£		£	
- Mobility component	£		£	
Attendance Allowance	£		£	

### C Benefits and allowances - continued

	You	Your partner
Severe Disablement Allowance	£	£
Carer's Allowance	£	£
Industrial Injury or Disablement Benefit	£	£
Government training schemes	£	£
Which training scheme are you on?		
New Deal Training Allowance	£	£
Any other benefit or allowance	£	£
Please say what this payment is.		
Have you applied for any other benefit and not yet been told if you will receive it?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', which benefit or allowance?		
Have any pensions, benefits or allowances been reduced because you are paying back benefit you received but weren't entitled to or amounts being demanded by the Child Support Agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please give details.		
Do you receive a Fostering Allowance, Guardian's Allowance, Adoption or Custodian Allowance? If 'Yes', we will write to you again.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### D Other income

	You	Your partner
Do you or your partner receive any maintenance payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', how much	£	£
What date did payments start?	/ /	/ /
Education grant	£	£
Income from rent	£	£
Money instead of concessionary coal	£	£
Do you receive any other income?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes':		
Type of income		
How much and how often?	£ Every	£ Every
Type of income		
How much and how often?	£ Every	£ Every



**Part 10 About bank and building society accounts, savings and investments – continued**

	<b>You</b>	<b>Your partner</b>
Post office or girobank accounts	£ <input type="text"/>	£ <input type="text"/>
Account number	<input type="text"/>	<input type="text"/>
Premium Bonds	£ <input type="text"/>	£ <input type="text"/>

**National Savings Certificates**

Issue number		Issue date	/ /	Value of units held	£
Issue number		Issue date	/ /	Value of units held	£
Issue number		Issue date	/ /	Value of units held	£

**Stocks and shares**

Name of company		Number owned	
Name of company		Number owned	

**Unit trusts and investment trusts**

Name of company or unit manager		Number owned	
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**Other savings and property you own**

	<b>You</b>	<b>Your partner</b>
Do you or your partner own any land or property other than the home you live in?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'Yes', we will write to you again for more details.

Do you or your partner have any **other savings or investments** you have not already told us about, including TESSAs, ISAs or TOISAs?

Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

If 'Yes', please give details.

Type		Value £
Type		Value £

	<b>You</b>	<b>Your partner</b>
Do you or your partner's savings include any back payments of benefit you or they received in the last year?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'Yes':

Type of benefit	<input type="text"/>	<input type="text"/>
Amount paid	£ <input type="text"/>	£ <input type="text"/>
When paid	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Part 11 Children

In this section we need details of children who live with you and are:

- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16 to 18 and in education on a course not higher than A-level, SCE Higher level or GNVQ (advanced).

Do any children (as described above) live with you      Yes       No

If 'No', go to part 12.

If 'Yes', give details below.

Surname	First names	Date of birth	Relationship to you	Do you receive Child Benefit for any them?	If they are registered blind, please tick here.	If you receive Disability Living Allowance for them, tick here.
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you or your partner receive Child Benefit, we need to see proof of the amount you get. This could be your award letter or a bank statement (if it is paid into your account).

Do you or your partner receive Child Tax Credit?      **You**      Yes  No       **Your partner**      Yes  No

If 'Yes', how much do you receive?      £       £

(We need to see proof of this - please provide your latest award notice from the HM Revenue & Customs.)

Do you or your partner receive maintenance payments for any of the children above?      Yes  No       Yes  No

If 'Yes', how much do you receive?      £       £

Do you or your partner pay childcare costs to a registered childminder, nursery or school (for example, an after-school club) for any of the children above?      Yes  No

**If 'Yes', we will write to you again for more details.**

Have any of the children above recently left school and started work?      Yes  No

If 'Yes':

Name of child

Date they left school  /  /

Date they started work  /  /

Hours they work each week  /  /

We need proof of their earnings. They can send us their five most recent payslips if they are paid weekly, or two if they are paid monthly. **These must be originals, not copies.** Or, they can ask their employer to fill in the employer's certificate provided.

## Part 12 About boarders, lodgers, subtenants, joint tenants and joint owners

Are any of the people who live with you boarders, lodgers, subtenants, joint tenants or joint owners?

Yes  No

If 'No', go to part 13.

If 'Yes', give details below.

Title	Surname	First names	Date of birth	Relationship to you (for example, a boarder)	Date they moved in	Do you provide meals to this person?
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you or your partner receive money from them?

Yes  No

If 'Yes', how much in total?

£

Does this include money for heating?

Yes  No

## Part 13 About other people who live with you (for example, grown-up children)

If you have other people living with you, we need details and proof of their income. This includes earnings, state benefits and interest they receive from their savings.

For proof of earnings, they can send us their five most recent payslips if they are paid weekly, or two if they are paid monthly. Or, they can ask their employer to fill in the employer's certificate provided.

**You must provide original documents, not copies.**

Read the checklist in part 20 to see what they can provide as proof of other income they receive.

If we do not receive this proof, you may get less benefit than you are entitled to.

Title	Surname	First names	Date of birth	Relationship to you	Date they moved in	Do they get Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit?
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Name	Weekly pay before tax and so on	Hours worked each week
Are any of them working? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
If 'Yes', please give details.	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

	Name	Weekly amount	Type of income
Are any of them receiving any income (including interest from savings) apart from wages, Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

If 'Yes', please give details.

## Part 13 About other people who live with you (for example, grown-up children) – continued

Are any of them receiving a Youth Training Allowance? Yes  No

Name  Training period From / / to / /

If 'Yes', please give details.

Are any of them students? Yes  No

Name  Academic year From / / to / /

If 'Yes', please give details.

Are any of them in hospital, prison or other legal custody? Yes  No

Name  Date they went in / /

If 'Yes', please give details.

Date they expect to come out / /

Are any of them a couple? Yes  No

Names

If 'Yes', please give their names.

## Part 14 About your landlord, tenancy, home and rent

If you are a council tenant, you do not need to fill in this section. Go to part 17.  
If you own your home, go to part 18.

### A About your landlord

We need to know the name, address and phone number of your landlord. We cannot accept a 'care of' address. If you pay your rent to your landlord's agent, we also need to know the agent's name, address and phone number.

Name and address of your landlord or housing association	Name and address of your landlord's agent (if you have one)
<input type="text"/>	<input type="text"/>
Phone number:	Phone number:
<input type="text"/>	<input type="text"/>

Are you, your partner or children related to your landlord or their agent, or to your landlord's partner or the landlord's agent's partner? Yes  No

'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.

If 'Yes', what is the relationship?

Does your landlord live in the property? Yes  No

## B About your tenancy

What date did your tenancy begin?  /  /

Is the tenancy an assured shorthold tenancy? Yes  No  Don't know

If 'Yes', for what period?  /  /  to  /  /

## C About where you live

Have you or your partner ever been the owner or joint owner of the property? Yes  No

What type of property do you live in?

Detached house  Flat over a shop  Maisonette   
 Semi-detached house  Flat in a house  Hostel   
 Terraced house  Flat in a block  Caravan or mobile home   
 Bungalow  Room or rooms in a house  Residential nursing or care home

Does your home have central heating? Yes  No

Is the property furnished by the landlord? Yes  No

If 'Yes', does the landlord provide:

very little furniture?  some furniture?  most of the furniture?

Is the landlord responsible for decorating the inside of your home? Yes  No

Do you and your household live in only part of the building? Yes  No

If 'Yes':

Where in the building do you live? Front  Centre  Back

How many floors are there in the whole property?

Which floor do you live on?

How many of the following rooms are there?

	In the whole building	For your use only	That you share with other households
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living or dining rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you use your home for business? Yes  No

Do you have a main home elsewhere? Yes  No

Tick 'Yes', even if you do not pay rent for it.

If 'Yes', what is the address?

Do you pay rent? Yes  How much?  No

## D About your rent

You must provide **proof of your rent**, such as a rent book, a tenancy agreement, or a letter from your landlord or their agent.

**You must provide original documents which show all of the details on the list below.** You may need to send us more than one document to give us all the proof we need.

- ✓ Your landlord's or agent's name and business address
- ✓ The date your tenancy agreement started
- ✓ The amount of rent you are charged
- ✓ What is included in your rent (for example, fuel, water, meals and other support services)
- ✓ How often your rent is due

How much is your rent? £

Has your rent been registered by The Rent Service?

If 'Yes', you must send us the notice of registration form RO5.

Yes  No  Don't know

Did you ask The Rent Service for a valuation (a pre-tenancy determination) before moving in ?

Yes  No

**In some cases, we may make a payment while we are waiting for information from The Rent Service. We may review this payment once we have this information.**

How often do you pay your rent? Every week  Every two weeks  Every four weeks  Every month

Do you have any weeks when you do not have to pay rent? Yes  No

If 'Yes', how many weeks each year?

Does anyone else share the rent with you and your partner? Yes  No

If 'Yes': Their names

How much of the rent do they pay? £

How often do they pay it? For example, every week, every two weeks, every four weeks, every month.

When is the next rent increase due?

Could you afford the rent when you moved in? Yes  No

Are you behind with your rent? Yes  No  The amount you owe

If your rent includes amounts for any of the following, say how much and how often.

	How much	How often?		How much	How often?
Council Tax	£ <input type="text"/>	<input type="text"/>	Cleaning your accommodation	£ <input type="text"/>	<input type="text"/>
Water rates	£ <input type="text"/>	<input type="text"/>	Laundry	£ <input type="text"/>	<input type="text"/>
Heating	£ <input type="text"/>	<input type="text"/>	Personal care and support	£ <input type="text"/>	<input type="text"/>
Lighting	£ <input type="text"/>	<input type="text"/>	Meals	£ <input type="text"/>	<input type="text"/>
Hot water	£ <input type="text"/>	<input type="text"/>	Other	£ <input type="text"/>	<input type="text"/>
Fuel for cooking	£ <input type="text"/>	<input type="text"/>	Garage	£ <input type="text"/>	<input type="text"/>

If 'Yes', do you have a choice of whether to rent the garage? Yes  No

Are meals included? Yes  No

If 'Yes', which ones? Breakfast  Lunch  Evening meal

## Part 15 How we can pay your benefit

### Council Tax Benefit

We will take your Council Tax Benefit off your council tax bill.

### Housing Benefit – housing association tenants

You can choose to have your benefit paid:

- direct into your bank or building society account;
- by cheque; or
- direct to your landlord.

### Housing Benefit – private tenants

We will normally pay your benefit to you by cheque or direct to your bank or building society account. In some circumstances we can pay it direct to your landlord. Read 'About Local Housing Allowance' in the guidance notes before filling in the rest of this section.

## Payment direct into an account

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

- it is safe and secure;
- it is convenient;
- using an account may help you to save; and
- you can get to your money from many different places, including branches of your bank or building society and cash machines.

### The account can be:

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

**If we cannot pay you directly into an account, we will pay you by cheque.**

How do you want us to pay your Housing Benefit?

Straight into your bank or building society account

Give your account details below.

By cheque to you

Go to part 17.

Direct to landlord  
(if this option is available to you)

Give your landlord's account details below.

If you would like us to pay your benefit direct to your or your landlord's account, give us details of your or their bank or building society account below and then go to part 16.

Name of the bank or building society

Address of the bank or building society (including the postcode)

  

Whose name is the account in?

Account number

Sort code

You will find this on the top right-hand corner of cheques for the account.

## Part 16 Paying benefit to your landlord

If you would like us to pay your benefit straight to your landlord you must sign this declaration.

Please pay my Housing Benefit straight to my landlord. 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.

Your signature

Date

**Now ask your landlord to read and sign the declaration below.**

Landlord's name

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

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I must 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.

Your landlord's  
signature

Date

## Part 17 Sharing information with your landlord

### Sharing information with your landlord

Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We will only share information with your landlord if:

- you are a local authority tenant;
- you have agreed that your Housing Benefit can be paid directly to your landlord; or
- Housing Benefit will be paid direct to you and you agree to us sharing information with your landlord.

But in either case, under the Data Protection Act we need your permission to share information.

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

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need more information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

### We will not give your landlord any information about:

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

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. And if you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

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

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

Your signature

Date

## Part 18 Any other information

If there is anything you have not told us about which you want to add to support your claim, you expect your circumstances to change in the near future, or you have any suggestions about how we can improve this form, please give us details in the space below.

## Part 19 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 (up to three months earlier if you or your partner are aged 60 or over, or up to six months if you or your partner are under 60) 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 20 Checklist – Is your claim complete? Have you answered every relevant question?

Do not delay sending this form in.

Please tick to tell us what proof you are sending with this form. **You must provide original documents, not copies.**

Please do not send valuable documents through the post. If you can, bring them into our office, a Gateway Centre, library or, if you are a Salix Homes or City West tenant, your local housing office. The details we need will be taken and you will get your documents back straight away. If you cannot get into one of these offices, phone us for more advice.

**If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one.**

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

### The following is a list of evidence we will accept

**Proof of National Insurance number** – P45, P60, wage slips, letters from the Department for Work and Pensions or HM Revenue & Customs, National Insurance number card.

**Proof of identity** – birth certificate, marriage certificate, passport, National Insurance number card, driving licence, UK residence permit, EEC identity card, letter from a solicitor, the Department for Work and Pensions or HM Revenue & Customs, bank statements (dated in the last four weeks) or a recent gas or electricity bill. **We need to see at least two of these documents for you and two for your partner.**

**Proof of savings and investments** – bank or building society account statements (we need the last two statements or a statement showing details for at least the last two months), post office books, Premium Bonds, National Savings Certificates, ISAs, TESSAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings.

**Proof of earnings** – we need this for you and your partner and any other adults living in your home for each job. Payslips can be provided (the last five if paid weekly or last two if paid monthly) or your employer can fill in the certificate provided. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far. We will also send you a self-employed certificate to fill in.

**Proof of other income** – pension slips from a previous employer or a letter from the court showing how much maintenance you or your partner, or both, are getting. We need proof of any money people pay you for board and lodgings. We need this for you and your partner and any other adults living in your home.

**Proof of benefits, allowances or pensions** – such as current award notices or letters from your Jobcentre Plus office or the Department for Work and Pensions, or bank statements confirming how much you get.

**Proof of rent (private tenants only)** – your tenancy agreement, your rent book, a letter from the landlord or the landlord's agent, a rent form filled in by the landlord or agent.

**Proof of other money paid out** – letters about student grants or maintenance agreements or receipts from registered childcare providers.

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

## 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.
- You may use any information I have provided in connection with this and any other claim for state benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private companies such as banks and organisations that may lend me money, if the law allows this.

I **know** I must let your Benefit Section know about any change in my circumstances which might affect my claim.

I **declare** the information I have given on this form is correct and complete.

Signature of person claiming	<input type="text"/>
Date	<input type="text" value="/ /"/>
Partner's signature	<input type="text"/>
Date	<input type="text" value="/ /"/>

### 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.

<input type="text"/>
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	<input type="text"/>
Signature of the person	<input type="text"/>
Relationship to the person claiming	<input type="text"/>
Address and phone number of the person who filled in the form	<input type="text"/>
Date	<input type="text" value="/ /"/>



# Guidance notes on filling in the claim form for Housing Benefit (including Local Housing Allowance) and Council Tax Benefit

## About this form

- Use this form to claim Housing Benefit (including Local Housing Allowance) or Council Tax Benefit (including Second Adult Rebate), or both.
- We have designed this form to make it as easy as possible for you to fill in. It may seem rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

## Filling in the form

- Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.
- It is important that you fill in all parts of the claim form and tick each **Yes** and **No** box. If you don't fill in the form properly, **we will have to send it back to you** and it will take us longer to work out and pay your benefit.
- If someone else fills in the form for you, there is a special space for them to sign. You must also sign the form if you can.
- If you need help to fill in the form, our staff will be pleased to help you.
- We have access to an interpreter who can speak to you if English is not your first language.
- Please ask us if you would like this form in large print.
- If you need a home visit because you cannot leave your home, phone us on **0161 909 6504**.

## What to do when you have filled in the form

When you have filled in the form, sign it and return the form to us.

You can take your form and supporting documents to a Gateway Centre or your local library. Your documents will be copied and sent with your form to the Benefit Office.

If you are a Salix Homes or City West tenant you can take your form to your local housing office.

Or you can send or take the form to:

Benefit Section  
Salford City Council  
Unity House  
Chorley Road  
Swinton  
Salford M27 5AW.

Opening hours 8.30am to 4.30pm – Monday, Tuesday, Thursday and Friday  
10am to 4.30pm – Wednesday

**Do not send valuable documents such as bank books or passports in the post.**

## Proof

We will need to see proof of some of the things you write about on this form. There is a checklist in **part 20** of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof we need.

## Second Adult Rebate

Second Adult Rebate is a form of 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 low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate only, you **do not** need to fill in all of the form. You only need to fill in parts 1, 2, 12, 13 and 18 onwards.

## About Local Housing Allowance

The Government has introduced new rules (Local Housing Allowance Rules) on how we work out Housing Benefit for private tenants.

Under these new rules, you will receive a standard allowance based on the size of your household. We will publish these allowances so that you can find out how much rent Housing Benefit could pay before you rent a property.

The new rules also change the way we pay benefit. You will no longer be able to choose to have payments made to your landlord. However, if you feel there is a reason why you could not manage your own rent payments, you should contact us to explain why.

If you do not have a bank account and would like help to open one, please contact us.

You can get a free copy of the Financial Services Authority consumer leaflet 'No Bank Account? - why it could pay you to have one' by phoning 0845 606 1234.

The Local Housing Allowance rules will not apply to you if:

- you are a council tenant;
- you are a housing association tenant;
- you live in supported accommodation provided by a social landlord, charity or voluntary organisation;
- your rent has been registered as a fair rent; or
- your tenancy started before 1989.

For more information, see the 'Getting more information' section at the end of these notes.

## Benefit fraud

Do you know someone who is claiming Housing Benefit or Council Tax Benefit which they are not entitled to?

**Please ring our benefit fraud hotline on 0808 1001235.**

This is a 24-hour Freephone service.

We will keep the information you give us confidential.

## Changes you must tell us about

Tell our Benefits Section straightaway if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, changes;
- your savings or investments change;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job;
- your rent changes;
- you move home;
- you or your partner are going to be away from home for more than a month;
- you receive any decision about staying in the UK from the Home Office; or
- anything you have told us about changes.

You must tell us about these changes in writing – a phone call is not enough.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on.

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

## How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send 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 we hold. We may also get information about you from certain third parties, or give them information to:

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

These third parties include government departments, 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, Salford City Council, are the data controller. That means we are responsible for keeping to 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.

## Getting more information

You can contact us by e-mail at [revenues@salford.gov.uk](mailto:revenues@salford.gov.uk).

You can find more information about Housing Benefit, Local Housing Allowance, Council Tax Benefit and Council Tax on our website at [www.salford.gov.uk](http://www.salford.gov.uk).

You can get more information on the Local Housing Allowance from the Department for Works and Pensions website at [www.dwp.gov.uk](http://www.dwp.gov.uk).

You can get more information on bank accounts from the Financial Services Authority at their consumer website at [www.fsa.gov.uk/consumer/banking/index.html](http://www.fsa.gov.uk/consumer/banking/index.html).

# Receipt

If you would like a receipt to confirm that we have received your claim form, please:

- write your name and address in the space below;
- take this letter and your filled-in claim form to the Benefits Office at the Civic Centre in Swinton, a Gateway Centre, your local library or, if you are a tenant of Salix Homes or City West, your local housing office; and
- when you hand the form in, ask the person to fill in the bottom section of this letter.

.....

Your name:.....

Your address: .....

.....

.....

When it is filled in, this receipt confirms that we have received the following documents from you.

A member of staff at any of the above locations must fill in this section.

Please tick the relevant boxes.

- Claim form
- Proof of income
- Proof of savings and investments
- Proof of rent (private tenants only)
- Proof of income (non-dependants)
- Other information

**For office use only**

Received by: .....

Date received
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