

Information needed from you

- Please complete the section below including the declaration and return the whole form to us
- Please claim as soon as possible. The sooner you claim, the sooner your account can be checked to make sure that you are not paying too much.

- Please provide me with your National Insurance Number.

- Please give us your full name and address (if not shown).

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Post Code <input type="text"/>

- Please provide me with email address:
contact telephone number:

- Please give us full name and forwarding address of the person who is leaving the property

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Post Code <input type="text"/>

- Please provide me with National Insurance Number if known

- Please give us the date that the person left
Date

Declaration

I confirm that that I am the sole resident at the above property and agree that the City Council can make reasonable enquiries to verify the information given on this form.

I shall notify the City Council immediately if my circumstances change.

Signed: Date

Please note:

A penalty of £50 may be imposed where false or inaccurate information is provided or where there is a failure to supply any information requested by the city council.

This information may also be used for other related purposes.

Data protection - the information that you are asked to provide may be recorded on computer and is subject to the Data Protection Act 1984

What to do now

- Check that you have filled in the parts of the form which apply to you.
- Make sure you have signed the form.
- Call in or write to: Salford City Council, Customer and Support Services, Unity House, Salford Civic Centre, Chorley Road, Swinton M27 5AW. Telephone: 0161-909 6502

FORM S.P.D.

How to pay less Council Tax

Single Person

Discount claim form

Salford City Council

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Post Code	<input type="text"/>

Ref. No.	<input type="text"/>
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What is a Single Person Discount?

- Council Tax is set by a local authority and is based on the valuation band that a property is placed in. However, the tax can be reduced in certain circumstances if someone is entitled to a **discount**.
- The full Council Tax bill is worked out on the assumption that there are 2 adults in a dwelling. If only one adult lives in a dwelling as his or her main home, the bill can be cut by 25%. If no-one is living in a dwelling as their main home, the bill can be cut by 50%.
- The bill will **not** be increased if there are more than 2 adults living in a dwelling.
- A discount relates to the "personal" element of the charge, to a maximum of 50% of the bill. The other half relates to the property element.

Want to know more?

- If you have any questions at all about the Single Person Discount, just ask and we will be pleased to help you.
- Call in or write to: Salford City Council, Customer and Support Services, Unity House, Salford Civic Centre, Chorley Road, Swinton M27 5AW.
- Or, if you prefer, telephone us on **0161 909 6502**
- Further information can be found at www.salford.gov.uk

Do you want to claim?

If "YES" please go to the next part

Please note

The claim must be made by the person liable to pay the bill (or by an agreed representative).