City of Salford

Thank-you for downloading this

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.

Housing Benefit and Council Tax Benefit claim form

City of Salford

Your name

Your address (including postcode)

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

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? ☐ the owner of your home? ☐ a private tenant? ☐

a housing-association tenant? ☐ living in a hostel or hotel? ☐ 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 or Council Tax Benefit at your last address? Yes ☐ No ☐

– If 'Yes', which council (if it was not us) dealt with your claim?

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

For office use only

Issued date / / Received date / /

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 someone of the opposite sex you are married to or live with as if you were married.

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

Proof of National Insurance number

You must provide a National Insurance number for yourself and your partner, and proof that these numbers belong to you. You can find this on wage slips, tax letters, a P45, a P60, a letter from the Social Security, a benefit payment book or your National Insurance number card. You must provide original documents, not copies.

Proof of identity

You must provide proof of identity for you and your partner. If you do not provide the proof we ask for, we may not be able to consider your claim for benefit.

Please send two of the following items for you and two for your partner. You must provide original documents, not copies.

Tick the appropriate boxes to tell us what you have sent.

- Birth or marriage certificate ☐
- Passport ☐
- National Insurance card ☐
- Bank statements dated within the last four weeks in the name of you or your partner ☐
- Benefit payment book (do not send order books through the post) ☐
- Medical card ☐
- Driving licence ☐
- UK residence permit ☐
- Wage slips from your current employer ☐
- Other type of proof (please say what) ☐
- EEC identity card ☐
- Letter from Inland Revenue or Social Security ☐
- A paid utility bill in the name of you or your partner, dated within the last three months. This could be a gas, electric or water bill. ☐

If you do not have any of the documents above or any other documents to confirm who you are, please contact us for advice.

Second Adult Rebate

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

If 'Yes', you only need to fill in parts 1, 2, 11, 12 and 17 onwards.

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

Part 2 You and your partner (continued)

Are you or your partner:	You		Your partner	
• a student? (If 'Yes', we will write to you again.)	Yes ☐	No ☐	Yes ☐	No ☐
• registered blind?	Yes ☐	No ☐	Yes ☐	No ☐
• getting Attendance Allowance or the care component of Disability Living Allowance?	Yes ☐	No ☐	Yes ☐	No ☐
• long-term sick or disabled and not able to work?	Yes ☐	No ☐	Yes ☐	No ☐
Does anyone get Invalid Care 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 a mobility 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.

Status in the country

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, Minimum Income Guarantee and income-based Jobseeker's Allowance

	You	Your partner
Are you or your partner getting or waiting to hear about a claim for Income Support, Minimum Income Guarantee or income-based Jobseeker's Allowance?	Yes ☐ No ☐	Yes ☐ No ☐

If 'Yes', answer both the questions in this part, then go to part 10.
If 'No', go to part 4.

Are you or your partner actually getting Income Support, Minimum Income Guarantee or income-based Jobseeker's Allowance at the moment?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', when did you start getting it?	/ /	/ /
Are you or your partner still waiting to hear about a claim for Income Support, Minimum Income Guarantee or income-based Jobseeker's Allowance?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', when did you claim?	/ /	/ /

Part 4 About being self-employed

	You	Your partner
Are you or your partner self-employed?	Yes ☐ No ☐	Yes ☐ No ☐

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 5 About working for an employer

	You	Your partner
Do you or your partner work?	Yes ☐ No ☐	Yes ☐ No ☐

This includes getting Statutory Sick Pay, Statutory Maternity Pay and councillor allowances.

If you and your partner do not work, please go to part 7.

We need proof of all your and your partner's earnings from each job.
Please send your five most recent payslips if you are paid weekly, or two if you are paid monthly. **These must be originals, not copies.** Or, ask your employer to fill in the employer's certificate provided.

	You	Your partner
Main employment details		
Employer's name and address		
Job title		
Type of work you do		
Payroll number		
Date job started	/ /	/ /
Average weekly take-home pay	£	£
Average hours you work each week		
How often are you paid?	Every	Every
How are you paid (for example, cash, direct to bank)?		
Date next pay rise is due	/ /	/ /
When was your last pay rise?	/ /	/ /
Do you receive profit-related pay or bonuses?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', how often?	Every	Every
If the job is for a fixed period, when is it due to end?	/ /	/ /
Are you getting Statutory Sick Pay or Statutory Maternity Pay?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', please say which, the amount and the date it started.		
Do you pay into a private or company pension scheme?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', please say how much and how often.	£ every	£ every
Do you or your partner have more than one job each?	Yes ☐ No ☐	Yes ☐ No ☐

If 'Yes', please give details in part 17 or use a separate sheet of paper if you need to.

Part 6 About any other work

	You	Your partner
Do you or your partner do any other type of work at all?	Yes ☐ No ☐	Yes ☐ No ☐

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

What other work do you do?		
What is the name and address of the person you do this work for?	Postcode	Postcode
When did you start this work?	/ /	/ /
How many hours a week do you usually work?		
Do you get paid?	Yes ☐ No ☐	Yes ☐ No ☐

If you only get expenses or tips, still tick 'Yes' and give details.

How much do you get before any deductions?	£	£
How often?	Every	Every

We need proof of any earnings. Read the checklist in part 18 to see what you can use as evidence.

Part 7 About money you pay out

	You	Your partner
Do you or your partner pay towards the cost of a son or daughter in higher education?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', how much and how often?	£ every	£ every

Please send proof of this payment (for example, a copy of their student grant certificate or award letter).

Part 8 About money coming in

We need proof of all your and your partner's income, including works pensions, state benefits and allowances.
You must provide original documents, not copies.
Read the checklist in part 18 to see what proof you can provide.

	You	Your partner
A Works and personal pensions		
Do you receive a works pension or personal pension? (Include any pensions paid for a previous partner.)	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', how much do you receive after tax?	£	£
How often is it paid?	Every	Every
What date did it start?	/ /	/ /
Who pays your pension?		
Do you pay tax on it?	Yes ☐ No ☐	Yes ☐ No ☐
When is your next pension increase due?	/ /	/ /
B Other pensions		
State Retirement Pension	£	£
Widow's Pension	£	£
War Widow's Pension	£	£
War Disablement Pension	£	£
C Benefits and allowances		
Contribution-based Jobseeker's Allowance	£	£
What date did it start?	/ /	/ /
Child Benefit	£	£
Child Benefit (lone parent)	£	£
Child Tax Credit	£	£
Working Tax Credit	£	£
Maternity Allowance	£	£
What date did it start?	/ /	/ /
Widowed Mother's Allowance	£	£
Incapacity Benefit - long-term rate	£	£
- short-term higher rate	£	£
- short-term lower rate	£	£
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	£	£
Invalid Care 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 ☐ No ☐	Yes ☐ No ☐
If 'Yes', which benefit or allowance?		
Have any pensions, benefits or allowances been reduced because you owe money to the Social Security, or for amounts being demanded by the Child Support Agency?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', please give details.		
Do you receive a Fostering Allowance, Guardian's Allowance, Adoption or Custodian Allowance?	Yes ☐ No ☐	Yes ☐ No ☐
If 'Yes', we will write to you again.		

D Other income

Maintenance payments received	£	£
What date did payments start?	/ /	/ /
Education grant	£	£
Income from rent	£	£
Money from boarders (including Housing Benefit payments you receive from boarders)	£	£
Money from subtenants (heating provided)	£	£
Money from subtenants (heating not provided)	£	£
Money instead of concessionary coal	£	£

Any other income you receive (Please give details.)

Type of income		£	£
Type of income		£	£

Part 9 About bank and building society accounts, capital, savings and investments

	You	Your partner
Do you or your partner have any bank accounts, building society accounts, capital, savings and investments? (This includes empty or overdrawn accounts and cash.) If 'No', please go to part 10.	Yes ☐ No ☐	Yes ☐ No ☐

We need proof of all bank and building society accounts (last two statements), capital, savings and investments you and your partner have.
You must provide original documents, not copies.

If 'Yes', please provide details.

	You	Your partner
Cash savings	£	£
Do you or your partner have any bank accounts (current and deposit accounts)?	Yes ☐ No ☐	Yes ☐ No ☐

If 'Yes', tell us about all your bank accounts, even empty or overdrawn ones. If either of you has more than two 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		
How much is in the account?	£	£
Name of bank		
Account number		
How much is in the account?	£	£

Do you or your partner have any building society accounts?	Yes ☐ No ☐	Yes ☐ No ☐

If 'Yes', tell us about building society accounts, even if you do not use them regularly. If either of you has 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		
How much is in the account?	£	£
Name of building society		
Account number		
How much is in the account?	£	£

Part 9 About bank and building society accounts, capital, savings and investments – Continued

	You	Your partner
Post office or girobank accounts	£	£
Account number		
Premium bonds	£	£

National Savings Certificates

Issue number		Issue date	/ /	Units held or values	£
Issue number		Issue date	/ /	Units held or values	£
Issue number		Issue date	/ /	Units held or values	£

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	

	You	Your partner
Other savings and property you own		
Do you or your partner own any land or property? (Do not count the home you live in.)	Yes ☐ No ☐	Yes ☐ No ☐

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? Tell us about any TESSAs, ISAs or TOISAs here.	Yes ☐ No ☐	Yes ☐ No ☐

If 'Yes', please give details.

Type		Value £
Type		Value £

If you or your partner have received back payments of any Social Security benefit in the last year and that money is part of your savings, please give details of that benefit, the amount and the date you received it.

£

/ /

Part 10 Children **(Include all the children living with you who you receive Child Benefit for or who have recently left school.)**

You must provide proof that Child Benefit is being paid for the children who live with you. This can be your award letter, a bank statement if it is paid into your bank, or a benefit payment book **(do not send order books through the post).**

Surname	First names	Date of birth	Relationship to you	Do you receive Child Benefit for any of these children?	If they are registered blind, please tick here.	If you receive Disability Living Allowance for any of these children, please tick here.
		/ /		Yes ☐ No ☐	☐	☐
		/ /		Yes ☐ No ☐	☐	☐
		/ /		Yes ☐ No ☐	☐	☐
		/ /		Yes ☐ No ☐	☐	☐
		/ /		Yes ☐ No ☐	☐	☐
		/ /		Yes ☐ No ☐	☐	☐

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', please give details (you must send proof of the payments you make to the carer for each child).

Name of child	Weekly amount you pay	Name, address and registration number of carer
	£	
	£	

Do any of the children above have more than £3,000 in savings or investments (including the value of land and property)? 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', please give details.

Name of child _____ School leaving date / /

Date they started work / / Hours worked 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 11 About boarders, subtenants, joint tenants and joint owners

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 ☐ No ☐
			/ /		/ /	Yes ☐ No ☐
			/ /		/ /	Yes ☐ No ☐

Part 12 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, Income Support, 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 18 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 or income-based Jobseeker's Allowance?
			/ /		/ /	Yes ☐ No ☐
			/ /		/ /	Yes ☐ No ☐
			/ /		/ /	Yes ☐ No ☐

Are any of the people above:

- working? Yes ☐ No ☐

If 'Yes', please give details.

Name	Weekly pay before tax and so on	Hours worked each week
	£	
	£	

- receiving any income apart from wages, Income Support or income-based Jobseeker's Allowance (including interest from savings)? Yes ☐ No ☐

If 'Yes', please give details.

Name	Weekly amount	Type of income
	£	
	£	

- receiving a Youth Training Allowance? Yes ☐ No ☐

If 'Yes', please give details.

Name	Training period
	From / / to / /

- a student? Yes ☐ No ☐

If 'Yes', please give details.

Name	Academic year
	From / / to / /

			Name	Date they went in
• in hospital, prison or other legal custody? If 'Yes', please give details.	Yes ☐	No ☐		/ /
				Date they expect to come out / /
			Names	
• living together as a couple? If 'Yes', please give their names.	Yes ☐	No ☐		

Part 13 Private tenants, lodgers and people living in hostels

If you are a council tenant you do not need to fill in this section. Go to part 16.
If you own your home, go to part 17.

A About your landlord

We need to know the name and home or business address of the landlord of the property you live in. We cannot accept a 'care-of' address. If you pay your rent to an agent, we also need to know their address.

Name and address of your landlord or housing association	Name and address of your agent (if you have one)
Phone number:	Phone number:

If your landlord has an agent, please ask them to provide details of the owner of the property.

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

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 / /

Has your rent been registered by the Rent Officer?
If 'Yes', you must send us the notice of registration form RO5. Yes ☐ No ☐ Don't know ☐

Did you ask the Rent Officer for a valuation before moving in (a pre-tenancy determination)? Yes ☐ No ☐

Does anyone share the rent payment with you except your partner? Yes ☐ No ☐

If 'Yes', please give the names of the people who you share the rent payments with.

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	☐

How many floors are there in the whole property? ☐ Which floors do you live on? ☐

Where is your room in the property? Front ☐ Centre ☐ Back ☐

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 ☐

How many of the following rooms are there in the property?

	Bedrooms	Bedsitters	Kitchens	Bathrooms	Living or dining rooms	Other rooms
The number of rooms in the whole house or flat						
The number of rooms for your use only						
The number of rooms you share with people who are not part of your household						

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 this list. 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? £

In some cases, we may make a stopgap payment while we are waiting for information from the Rent Officer. 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 rent-free weeks? Yes ☐ No ☐ If 'Yes', how many? ☐

Were you able to afford the rent when you moved in? Yes ☐ No ☐

Does your rent include any of the following?

	Yes	No	If 'Yes', how much?		Yes	No	If 'Yes', how much?
Council Tax	☐	☐	£	Cleaning your accommodation	☐	☐	£
Water rates	☐	☐	£	Laundry	☐	☐	£
Heating	☐	☐	£	Personal care and support	☐	☐	£
Lighting	☐	☐	£	Meals	☐	☐	£
Hot water	☐	☐	£	Other	☐	☐	£
Fuel for cooking	☐	☐	£	Garage	☐	☐	£
Is any of your property used for business?	☐	☐		If 'Yes', do you have a choice of whether to rent the garage?	☐	☐	

If meals are included, which do you receive? Breakfast ☐ Lunch ☐ Evening meal ☐

If any of the services above are included in your rent, please ask your landlord or landlady to provide a breakdown of the services and charges included in your rent. If your landlord or landlady does not fix amounts for services included in your rent, we will have to take standard amounts off your benefit.

Part 14 How we can pay your Housing Benefit

We can pay Housing Benefit by cheque, straight into your bank or building society account, or straight into your landlord's bank or building society account.

How do you want us to pay your Housing Benefit?

Direct to your landlord's bank or building society account ☐

If you would like your benefit paid to your landlord, provide details of their bank or building society account below and go to part 15.

Direct to your bank or building society account ☐ Provide your account details below.

By cheque to you ☐ Go to part 16.

Name of bank or building society

Address

Postcode

Whose name is the account in?

Account number

Sort code

You will find this on the top right-hand corner of the person's cheques.

Part 15 Paying benefit to your landlord

If you want 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 sign this agreement.

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 16 Sharing information with your landlord – This includes New Prospect Housing Ltd for council-owned properties.

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; or
- have agreed that your Housing Benefit can be paid directly to 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 17 Any other information

If there is anything you have not told us about which you want to add to support your claim, or you expect there to be a change in your circumstances in the near future, please use the space below.

Part 18 Checklist – Is your claim complete? Have you answered every relevant question?

We need proof of all of the information you have provided on your form for yourself and your partner, including National Insurance numbers, identities, income and savings. We also need to see proof of income for other members of your household (see below for the proof you can provide).

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

If you do not provide all the proof we need, we might not be able to pay you any benefit. If you cannot provide any of this proof now, return the form to us straight away and provide the information we need within 28 days.

The following is a list of the evidence we will accept.

Proof of National Insurance number – P45, P60, wage slips, letters from Social Security or the tax office, benefit payment books, 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 solicitor, Social Security or the tax office, bank statements (dated in the last four weeks), benefit payment books, or recent gas or electricity bill. **We need to see at least two of these documents for you and two for your partner.** ☐

Proof of capital, savings and investments – bank, building society accounts (we need the last two statements), 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 proof of your and your partner's earnings from 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 are getting. We need proof of any money people pay you for board and lodgings. ☐

Proof of benefits, allowances or pensions – current award notices or letters from Social Security confirming how much you get, benefit payment books (do not send order books through the post) and bank statements. ☐

Proof of rent (private tenants only) – tenancy agreement, rent book, letter from landlord or landlord's agent, 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 childcarers. ☐

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 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 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 social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.

I know I must let the council 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

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 / /

Information needed to support a claim for Housing Benefit or Council Tax Benefit

City of Salford

Certificate of state benefit and allowances

If you are not sending proof of your benefits with your claim form, please fill in the following details and give this form to the Department for Work and Pensions or Jobcentre.

Your details

Name:

Address:

National Insurance number:

Date of birth: / /

Your partner's details

Name:

National Insurance number:

Date of birth: / /

I authorise the Department for Work and Pensions to provide the following details about my benefits or allowances.

Please say which benefit you receive.

Your signature:

Your partner's signature:

The Department for Work and Pensions must fill in this part.

	Type of benefit	Date it started	Date it will end	Weekly rate
Person claiming:		/ /	/ /	£
		/ /	/ /	£
		/ /	/ /	£
Partner:		/ /	/ /	£
		/ /	/ /	£

Is this benefit still being paid? Yes ☐ No ☐

If 'No', please give the date it ended. / /

Are any deductions being taken from any of these benefits? Yes ☐ No ☐

If 'Yes', please say which benefit.

How much is taken each week? £

Officer's name:

Official stamp:

Officer's signature:

Date: / /

Part 1: For you to fill in **Private and confidential**

City of Salford

Housing Benefit and Council Tax Benefit certificate of earned income

Your name

Your address

Your occupation | Works or clock number

Now hand this certificate to your employer and ask him or her to fill in the details below, then return it to the council office dealing with your claim.

Can we discuss the earnings information provided with your employer? Yes ☐ No ☐

Part 2: For the employer to fill in

Please help your employee by filling in the information below. Then stamp the form and return it to the employee.

Please tell us how often the employee is paid. If 'Other' applies, please give the period. Every week ☐ Every two weeks ☐ Every four weeks ☐ Every month ☐ Other ☐

Please tell us how they are paid. Cash ☐ Cheque ☐ Direct to bank or building society account ☐ Other ☐

Normal basic wage ____ Normal hours worked each week ____

Please give details of wages for the last five weeks if paid every week, or two months if paid every month. Include overtime, bonuses, commission, Statutory Sick Pay and Maternity Pay in the gross earnings column. **Do not include Working Families' or Disabled Person's Tax credit in gross earnings.**

Week or month ending	Number of hours worked	Gross pay to date	Gross pay	Tax to date		National Insurance to date		Superannuation or pension	Working Families' or Disabled Person's Tax Credit
				Paid for period	Year to date	Paid for period	Year to date		
Total									

If Statutory Sick Pay or Maternity Pay is included in the gross pay, please tell us which and how much. If the information given above is not typical of your employee's normal earnings, please say why in the notes box over the page.

Firm's official stamp

Business name:

Business address:

Phone number:

I confirm that the information given is true and complete.

Signature:

Date: / /

Position in firm:

Please authorise this form with the employer's stamp.

Crystal Mark
Clarity approved by Plain English Campaign

Confidential

City of Salford

Housing Benefit and Council Tax Benefit claim form

- Use this form to claim Housing Benefit or Council Tax Benefit (including Second Adult Rebate), or both.
- 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.

About this form

- 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.
- It is very 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.

Second Adult Rebate

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

If you are claiming Second Adult Rebate only, you **do not** need to fill in all parts of the form. You only need to fill in parts 1, 2, 11, 12 and 17 onwards.

Filling in the form

- Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.
- Answer 'Yes' or 'No' questions by putting a tick in the relevant box.
- 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 any help filling in the form, our phone number is:

  0161 909 6504 if you are a home owner or private tenant; or

  0161 909 6506 if you are a council tenant.

What to do when you have filled in the form

Return the form to us.

If you are a council tenant, either take the form to your local housing office or return it to the address below.

Everyone else claiming benefit should send or take the form to:

Housing/Council Tax Benefit Section
Salford Direct
Salford Civic Centre
Chorley Road
Swinton
Salford
M27 5AW.

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.

This is a 24-hour freephone service.

We will keep the information you give us confidential.

Backdating your benefit

- Benefit usually starts from the Monday after we get your form. Sometimes, we can backdate a benefit claim for up to 52 weeks from the date you ask us to if there was a good reason why you did not claim sooner.
- If you think we should backdate your benefit, please give details in part 19. We may need to write to you again about this.

Changes you must tell us about

Tell us 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 capital, 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;
- you or your partner are going to be away from home for more than a month;
- you receive any decision 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 the Inland Revenue, 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, Salford City 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.

E-mail and website addresses

You can contact us by E-mail at Revenues@salford.gov.uk

You can find more information about Housing Benefit, Council Tax Benefit and Council Tax on our website at www.salford.gov.uk

City of Salford

Housing Benefit and Council Tax Benefit receipt notice

If you would like a receipt to confirm that we have received your claim form, please follow the steps below.

- Enter 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, or to your local Area Housing Office if you are a council tenant.
- Ask the person receiving the form at the council office to fill in the bottom section of this letter.

Name: .....

Address: .....

.....

.....

When filled in, this receipt confirms that we have received the following documents from the person named above.

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 ☐

Official use only

Date received

Received by: .....