



# Nil income declaration

To be completed when housing benefit/council tax reduction is based on the customer receiving no income.

Claim number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Norwich City Council's benefit department will need to contact you from time to time about your housing benefit/council tax reduction. If you have an email account, regular access to the internet and would prefer to be contacted by email, please tick this box  and use the space below to give us your email address. Please take care to ensure this is written clearly.

Email address: \_\_\_\_\_

**Tick all boxes that apply**

- I have had no income since \_\_\_\_\_ (enter date)  
This means I am not receiving any benefits, earnings, or money from any source.
- My last job finished on \_\_\_\_\_ (enter date)
- I am currently awaiting the outcome of a claim for another benefit.  
I have claimed \_\_\_\_\_  
I made the claim on \_\_\_\_\_ (enter date)
- I don't expect to have any income until \_\_\_\_\_ (enter date)
- I am currently meeting my day-to-day living expenses by (please enter details in box below)  
(If you are living off savings because you have no income, you will need to provide bank statements as proof of this.)

\_\_\_\_\_

I understand that if any benefits are awarded retrospectively, my entitlement for the period assessed on nil income may be reassessed and that I may be liable to repay any overpayment that may occur following a change in my income.

I will notify this office as soon as my income changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Once you have completed this form, please email it to **benefits@norwich.gov.uk**.  
Alternatively, you can send it to **housing benefit department, City Hall, Norwich NR2 1NH**.



If you require this form in another language or format, eg large print, audio cassette or Braille, please call 0344 980 3333 or email info@norwich.gov.uk