

Part 1 About you and your partner – continued

You

Do you or your partner get Disability Living Allowance?

We need to see proof of this.

No

Yes How much?

Care: £

Mobility: £

Do you or your partner get Attendance Allowance?

We need to see proof of this.

No

Yes

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

No

Yes

Have you or your partner ever claimed Carer's Allowance?

No

Yes

Still tick 'Yes' if you were not paid any Carer's Allowance. This could have been because you were better off getting another social security benefit.

Do you or your partner pay towards the upkeep of a student?

No

Yes How much do you pay?

£

How often?

Every

Do you or your partner have a vehicle from a Mobility scheme?

No

Yes

Are you or your partner a student?

No

Yes

Do you study full time or part time?

Full time Part time

How much of your income is taken into account when working out your grant?

£ a year

Your partner

No

Yes How much?

Care: £

Mobility: £

No

Yes

No

Yes

No

Yes

No

Yes How much do they pay?

£

How often?

Every

No

Yes

No

Yes

Do they study full time or part time?

Full time Part time

How much of their income is taken into account when working out their grant?

£ a year

Part 1 About you and your partner – continued

Please tick if you or your partner are:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

We will contact you if we need any more information.

Part 2 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 3**.

Yes If there are more than 3 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"/>
The child's relationship to your partner	<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"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>

We need to see proof of this.

Part 2 About children – continued

	First child	Second child	Third child
Does the child have any savings?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings? £ <input type="text"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings? £ <input type="text"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings? £ <input type="text"/> We need to see proof of this.
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>
Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us the name and registration number of the minder. <input type="text"/> How much do you pay a week? £ <input type="text"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us the name and registration number of the minder. <input type="text"/> How much do you pay a week? £ <input type="text"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us the name and registration number of the minder. <input type="text"/> How much do you pay a week? £ <input type="text"/> We need to see proof of this.

Part 3 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 4**.

Yes Give details below.

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

If you want to tell us about more than 3 people, use a separate sheet of paper.

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

Part 3 About other people who live with you – continued

First person

Second person

Third person

Last name

Other names

Date of birth

 / /
 / /
 / /

Their relationship to you or your partner

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

Do they get Income Support or income-based Jobseeker's Allowance?

No

Yes

No

Yes

No

Yes

Do they get Disability Living Allowance or Attendance Allowance?

No

Yes How much?

No

Yes How much?

No

Yes How much?

£ a week

£ a week

£ a week

Are they registered blind?

No

Yes

No

Yes

No

Yes

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

No

Yes Tell us which.

No

Yes Tell us which.

No

Yes Tell us which.

Do they pay rent or money for board and lodgings to you or your partner?

No

Yes How much?

No

Yes How much?

No

Yes How much?

£ a week

£ a week

£ a week

Are they severely mentally impaired?

No

Yes

No

Yes

No

Yes

Are they in legal custody at the moment?

No

Yes When are they expected to come out?

No

Yes When are they expected to come out?

No

Yes When are they expected to come out?

 / /
 / /
 / /

Are they in hospital at the moment?

No

Yes When did they go in?

No

Yes When did they go in?

No

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)?

 / /
 / /
 / /

Part 3 About other people who live with you – continued

First person

Second person

Third person

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

No

Yes Tell us their earnings before any deductions.

£

We need to see proof of their earnings.

No

Yes Tell us their earnings before any deductions.

£

We need to see proof of their earnings.

No

Yes Tell us their earnings before any deductions.

£

We need to see proof of their earnings.

Do they have any other income at all?

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

No

Yes Name of first other income

How much is it before deductions?

£ a week

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 proof of their income.

No

Yes Name of first other income

How much is it before deductions?

£ a week

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 proof of their income.

No

Yes Name of first other income

How much is it before deductions?

£ a week

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 proof of their income.

Are any of the people who normally live with you married to each other or living together as if they were married?

No

Yes Tell us their names.

is the partner of

And

is the partner of

Part 4 About rent

Do you pay rent for your home? No Go to **Part 6**.

Tick 'Yes' if you would pay rent but you already get Housing Benefit. Yes Answer the next question.

Do you pay rent to the council? No Answer the questions below.

Yes Go to **Part 6**.

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

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

Postcode

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

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

Postcode

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 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.

No

Yes What is the relationship?

	is my landlord's or agent's	
--	-----------------------------	--

When did you start renting your home?

/ /

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.

What sort of tenancy do you have?

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

--

How long is the tenancy for?

/ /	to	/ /
-----	----	-----

Part 4 About rent – continued

Please tick to show if the property is let as:

furnished

partly furnished

minimally furnished

unfurnished

How much is the rent for your home?

£ every

(For example, every week/fortnight/4 weeks/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/fortnight/4 weeks/month.)

Has your rent changed in the last 12 months?

No

Yes Send us evidence of the date it changed, and how much it changed.

When is the next rent increase due?

/ /

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?

Are you behind with your rent?

No

Yes By how many weeks?

Who receives the Council Tax bill for your home?

You or your partner

Your landlord

Someone else Tell us who receives the Council Tax bill.

Part 4 About rent – continued

Does your rent include money for the following?

Meals	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		Which meals are included?	<input type="text"/>
Water authority charges	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Heating	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Lighting	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Hot water	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Laundry	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Cleaning rooms or windows	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Gardening	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Garage or parking space	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		Do you have to rent the garage as part of your tenancy agreement?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal care and support	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Do you pay any service charges separate from your rent?	No <input type="checkbox"/>		
For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		What for?	<input type="text"/>

Part 5 About where you live – continued

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

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

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?

Postcode

How much do you pay for this home?

£

Part 6 About Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee and Pension Credit

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee or Pension Credit?

No Go to **Part 7**.

Yes Answer both the questions in this part, then go to **Part 10**.

You

Your partner

Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee or Pension Credit?

No

Yes When did you start getting it?

 / /

No

Yes When did they start getting it?

 / /

Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee or Pension Credit?

No

Yes When did you claim?

 / /

No

Yes When did they claim?

 / /

Part 7 About being self-employed

Are you or your partner self-employed?

No Go to **Part 8**.

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, we will need to see some other evidence of your income. We will write to you about this.

You

Your partner

What kind of work do you do?

When did the business start?

What is the business address?

Are there any other partners in the business?

No

Yes Tell us their name and address.

No

Yes Tell us their name and address.

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No

Yes How much?

How often?

No

Yes How much?

How often?

Do you pay into a private pension scheme?

No

Yes How much?

How often?

No

Yes How much?

How often?

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 8 About working for an employer

Do you or your partner work for an employer?

No Go to **Part 9**.

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

What kind of work do you do?

What is your employer's name and address?

 Postcode

 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.

Are you getting Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP) or Statutory Paternity Pay from your employer at the moment?

No

Yes

No

Yes

Part 8 About working for an employer – continued

You

Your partner

Are you getting any other sick pay or maternity pay from your employer at the moment?

No

Yes

No

Yes

Do you pay into a private or company pension scheme?

No

Yes How much?

No

Yes How much?

£

How often?

Every

£

How often?

Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 9 About any other work

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

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

No Go to **Part 10**.

Yes Answer the questions on this page.

You

Your partner

What other work do you do?

What is the name and address of the person you do this work for?

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

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

When did you start this work?

 / /
 / /

How many hours a week do you usually work?

Do you get paid?

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

No

Yes How much do you get before any deductions?

£

How often?

Every

No

Yes How much do they get before any deductions?

£

How often?

Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 10 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.

- Bereavement Allowance
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Jobseeker's Allowance (contribution based)
- Maternity Allowance
- Pension Credit (including Savings Credit)
- 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, Statutory Maternity Pay or Statutory Paternity Pay

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

No Go to **Part 11**.

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

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

You

Your partner

The name of the benefit or pension

Waiting to hear

Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

The name of the benefit or pension

Waiting to hear

Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

Part 10 About benefits and pensions – continued

You

Your partner

The name of the benefit or pension

Waiting to hear

Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

We must see evidence of these benefits or pensions before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 11 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 any 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.

No Go to **Part 12**.

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?

Every

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?

Every

When did they start getting this income?

/ /

When is the income likely to go up?

/ /

Part 11 About other money coming in – continued

Other money 3

What is the money for?	<input type="text"/>
Who gets it?	<input type="text"/>
How much do they get?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did they start getting this income?	<input type="text"/> / <input type="text"/>
When is the income likely to go up?	<input type="text"/> / <input type="text"/>
Does anyone owe money to you, your partner, or any children you are claiming for?	No <input type="checkbox"/> Yes <input type="checkbox"/> What for? <input type="text"/>
	How much? £ <input type="text"/>
Are you expecting to get any money in the next 12 months? For example, a redundancy payment or a payment instead of notice or holiday.	No <input type="checkbox"/> Yes <input type="checkbox"/> What for? <input type="text"/>
	How much? £ <input type="text"/>

We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 12 About savings, investments and property

We need to know if you, or any children you are claiming for, have any savings, investments or property in the UK or abroad.

This includes cash, current accounts and savings accounts, premium bonds, National Savings Certificates, and stocks and shares.

You must answer all the questions in this part.

We must see evidence of any savings, investments and property. Read the checklist at part 16 to see what you can use as evidence.

Part 12 About savings, investments and property

Do you, your partner, or any children you are claiming for have any bank accounts?

No

Yes Tell us about all your **bank accounts**, even empty or overdrawn ones. If there are more than 2 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?

£

Do you, your partner, or any children you are claiming for 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 2 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?

£

Part 12 About savings, investments and property – continued

Do you, your partner, or any children you are claiming for have any post office accounts?

This includes savings accounts and Girobank accounts.

No

Yes Tell us about **post office accounts**. If you have more than 2 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.

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, your partner, or any children you are claiming for have any premium bonds?

No

Yes Value

£

Do you, your partner, or any children you are claiming for have any National Savings Certificates?

No

Yes Issue number

Value

£

How many?

Issue number

Value

£

How many?

Do you, your partner, or any children you are claiming for have any stocks, shares, bonds or unit trusts?

No

Yes Company name

How many?

Company name

How many?

Do you, your partner, or any children you are claiming for have any other capital, savings or investments?

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

No

Yes Tell us about this.

Part 12 About savings, investments and property – continued

Do you, your partner, or any children you are claiming for 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

Yes

What is the address?

Postcode

How much is it worth?

£

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

£

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

No

Yes

We will contact you if we need more information.

Part 13 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.

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.

Signature

Date

Part 14 Sharing information with your landlord

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

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998 we need your permission to discuss anything else. If you give us permission by signing this form, we will only share information with your landlord if you have agreed that your Housing Benefit can be paid direct to your landlord. If you give us permission, we would be able to tell your landlord whether:

- you have claimed or renewed your claim for Housing Benefit;
- we have made a decision on your claim; or
- we need more information to make a decision on your claim, and what that information may be.

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 my local council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Address

Postcode

Date

Part 15 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. 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 16 Checklist

Please tick 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. If you can, bring them into our reception. We will take the details we need and give you the documents back straightaway. If you cannot get into the office, phone us for more advice.

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, and for any other adults living in your home.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. 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 identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

Evidence of savings, investments and property

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. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last 2 months.

Evidence of earnings

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. We will contact your employer if you do not have these payslips. 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 6 months, a summary of your trading records so far.

Evidence of other income

Such as pension slips from a former 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.

Evidence of benefits, allowances or pensions

Such as current award notices or letters from social security 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 private 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 child carers.

Please return the form and the evidence to:

Revenues and Benefits
Civic Centre
44 York Street
Twickenham
TW1 3BZ.

We are open from 9am to 5.15pm, Monday to Thursday, and from 9am to 5pm on Friday.

If you need any help with the form, our phone number is 020 8891 7724. If you have problems hearing, our minicom number is 020 8831 6210.

There is more information about how to contact us in the notes that come with this form.

Part 17 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 18 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 you 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

Address and phone number of the person

Relationship to the person claiming

Date