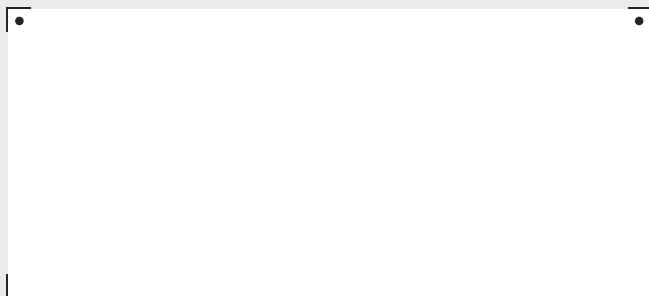




# Housing Benefit and Council Tax Support claim form

[www.merton.gov.uk/benefits](http://www.merton.gov.uk/benefits)



**Filling in the form** – Answer Yes or No questions by putting a tick ✓ in the relevant box. Do not put a cross ✗ or miss out any questions that apply to you as this will delay your claim.

If you need help filling in the form, you can:

- phone us on 020 8274 4903;
- visit us on the ground floor of Merton Civic Centre, London Road, Morden SM4 5DX, but check our revised opening times at: [www.merton.gov.uk/benefitscontacts](http://www.merton.gov.uk/benefitscontacts) or phone us or
- if you have limited mobility or you are elderly, our Welfare Benefits Service can help you.  
Phone: 020 8545 4178.

Please see the back page to get information in other languages, in large print or on audio tape.

**Time limits for claiming** – Your claim will normally start from the Monday after the date you first contact us. You must return this form within one month of the date we issue it. Do not delay if you are just waiting to get some proof. If you want us to consider backdating your claim, you must fill in **Part 20** of this form.

**Second Adult Reduction** is Council Tax Support for people who do not have a partner and share their home with one or more people aged 18 years or older, who are:

- on a low income; and
- do not pay rent to you.

You could be entitled to Second Adult Reduction if your carer lives with you, or you are a full-time student. If you are claiming Second Adult Reduction, tick this box. ☐ Fill in Part 1, Part 3 and Part 23 of this form.

**The addresses to hand in or post your claim form** – We prefer you to hand in your claim form with your original documents, for us to check. Ask to see **Merton Benefits Service at Merton Link on the ground floor of the Merton Civic Centre, London Road, Morden SM4 5DX**. If you have to post your claim form, send it to **Merton Benefits Service, PO Box 610, London Road, Morden SM4 5ZT**. **Do not send valuable original documents, such as passports and driving licences, through the post.**

## For our use only: First contact data

Date of phone call or  
first contact: ..... / ..... / .....

Date of issue: ..... / ..... / .....

Print your name: .....

Organisation: .....

## For our use only: Date Stamp

Batch number:

# Part 1 About you and your partner

Please tick the box that applies to you or the boxes that apply to you.

I own my own home or I get a Council Tax bill. ☐ I rent my home from a private landlord. ☐  
I rent my home from a housing association. ☐ I am in temporary accommodation arranged by Merton Council. ☐

Do you have a partner who normally lives with you? No ☐ Yes ☐ If you have a partner, answer all the questions about them.

We use partner to mean:

- a person you are married to or a person you live with as if you were married to them; or
- a civil partner or a person you live with as if you were civil partners.

	You	Your partner												
What date did you and your partner move into your current home?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>												
Last name	<input type="text"/>	<input type="text"/>												
First names	<input type="text"/>	<input type="text"/>												
Title (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>												
Address (include the room or flat number). Do not tell us your partner's address if it is the same as yours.	<input type="text"/>	<input type="text"/>												
	<input type="text"/>	<input type="text"/>												
	<input type="text"/>	<input type="text"/>												
Postcode	<input type="text"/>	<input type="text"/>												
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>												
National Insurance number	<table><tr><td>Letter</td><td>Numbers</td><td>Letter</td></tr><tr><td><input type="text"/></td><td><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td><td><input type="text"/></td></tr></table>	Letter	Numbers	Letter	<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"/>	<table><tr><td>Letter</td><td>Numbers</td><td>Letter</td></tr><tr><td><input type="text"/></td><td><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td><td><input type="text"/></td></tr></table>	Letter	Numbers	Letter	<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"/>
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<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 daytime landline phone number and mobile number	<table><tr><td>Landline:</td><td><input type="text"/></td></tr><tr><td>Mobile:</td><td><input type="text"/></td></tr></table>	Landline:	<input type="text"/>	Mobile:	<input type="text"/>	<table><tr><td>Landline:</td><td><input type="text"/></td></tr><tr><td>Mobile:</td><td><input type="text"/></td></tr></table>	Landline:	<input type="text"/>	Mobile:	<input type="text"/>				
Landline:	<input type="text"/>													
Mobile:	<input type="text"/>													
Landline:	<input type="text"/>													
Mobile:	<input type="text"/>													
Your e-mail address	<input type="text"/>	<input type="text"/>												
If you have moved house in the last 12 months, tell us your last address.	<table><tr><td><input type="text"/></td></tr><tr><td><input type="text"/></td></tr><tr><td>Postcode</td></tr></table>	<input type="text"/>	<input type="text"/>	Postcode	<table><tr><td><input type="text"/></td></tr><tr><td><input type="text"/></td></tr><tr><td>Postcode</td></tr></table>	<input type="text"/>	<input type="text"/>	Postcode						
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Postcode														

**Proof – We need to see at least two original documents as proof of your identity and your partner's identity (if you have one). We will accept documents such as:**

- a passport;
- a birth certificate;
- a driving licence;
- a marriage certificate;
- a national identity card;
- a letter from your social worker or doctor;
- a P45 or P60;
- two recent bank or building society statements;
- a gas, electricity or water bill;
- a letter from the Department for Work and Pensions;
- a letter from Jobcentre Plus;
- a letter from HM Revenue and Customs;
- a letter from The Pension Service; and
- a letter from your solicitor.

**We need to see one original document as proof of your National Insurance number, and that of your partner (if you have one). We will accept documents such as:**

- a National Insurance number card (RD3);
- a letter from the Department for Work and Pensions;
- a P45 or P60;
- payslips or salary slips;
- a letter from HM Revenue and Customs; and
- a letter from The Pensions Service.

# Part 1 About you and your partner (continued)

	You		Your partner	
Have you or your partner come to live in the United Kingdom in the last five years?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', when?	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	
What nationality are you and your partner?	<input type="text"/>		<input type="text"/>	
Are you or your partner an asylum seeker?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Have you or your partner claimed Housing Benefit, Council Tax Benefit or Council Tax Support before?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', when did you claim?	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	
What address did you claim for?	<input type="text"/> <input type="text"/> <input type="text"/> Postcode		<input type="text"/> <input type="text"/> <input type="text"/> Postcode	
Are you or your partner in hospital at the moment?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', when did you go in?	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	
When do you expect to come out?	<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	

## About Carer's Allowance –

Does anyone get Carer's Allowance for looking after you or your partner?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', who gets it?	<input type="text"/>		<input type="text"/>	
Have you or your partner ever claimed Carer's Allowance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Tick 'Yes' if you were not paid any Carer's Allowance because you were better off getting another state benefit.

## Do any of the following circumstances apply to you or your partner?

	You	Your partner
• On youth training, an apprentice or a student nurse	<input type="checkbox"/>	<input type="checkbox"/>
• In legal custody	<input type="checkbox"/>	<input type="checkbox"/>
• Registered blind	<input type="checkbox"/>	<input type="checkbox"/>
• Long-term sick or disabled and unable to work	<input type="checkbox"/>	<input type="checkbox"/>

**Proof – If you have come to live in the UK in the last five years, we need to see recent letters from the Home Office Border and Immigration Agency, your passport or your national identity card.**

Go to Part 2.

## Part 2 About your children who live with you

By children, we mean young people under 20 who are still at school. Tell us their details below.

How many of your children live with you? If you have none, write 'none' and go to Part 3.

If you have more than six children, use a separate sheet of paper and tick this box.

☐

If you want to get help with free school meals, please tick this box.

☐

	First child	Second child
Last name	<input type="text"/>	<input type="text"/>
First names	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Their relationship to you	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>
If they go to school or college, give the name and address.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

	Third child	Fourth child
Last name	<input type="text"/>	<input type="text"/>
First names	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Their relationship to you	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>
If they go to school or college, give the name and address.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

	Fifth child	Sixth child
Last name	<input type="text"/>	<input type="text"/>
First names	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Their relationship to you	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>
If they go to school or college, give the name and address.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
If any of your children are registered blind or getting Disability Living Allowance, give their names.	<input type="text"/>	<input type="text"/>

**Proof – We need to see a letter from HM Revenue and Customs for Child Benefit. If the child has just been born or has recently come to live with you, we need to see their birth certificate.**

Go to Part 3.

## Part 3 About other people who live with you

**Do any adults normally live with you?** By *adults*, we mean people over 16 who nobody gets Child Benefit for.

No ☐  
Yes ☐

**Go to Part 4.**

Tell us about all adults who usually live with you.  
Do not include your partner, your landlord or joint tenants.

**Are any of them married to each other, civil partners or living together as if they were married or civil partners?**

No ☐  
Yes ☐

Tell us their name and their details in the box below.

Tell us the name of their partner and their details in the box below.

**Now tell us about all the people who normally live with you.**  
**Do not include your partner or children you have listed in Parts 1 and 2.**

If you have more than three adults living with you, use a separate sheet of paper.

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

	First person	Second person	Third person
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<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"/>
<b>Their relationship to you</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For example, a brother,  
a sister, joint owner or friend.

**Their National Insurance number.** You can find this on their payslips or letters or letters from HM Revenue and Customs or the Department for Work and Pensions.

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

**Do they get Income Support or income-based Jobseeker's Allowance or income-related Employment and Support Allowance?**

No ☐  
Yes ☐

No ☐  
Yes ☐

No ☐  
Yes ☐

**Do they get Disability Living Allowance, Attendance Allowance or Personal Independence Payment?**

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 ☐

No ☐  
Yes ☐

No ☐  
Yes ☐

**Do they get Pension Credit?**

No ☐  
Yes ☐

No ☐  
Yes ☐

No ☐  
Yes ☐

Part 3 is continued on page 6. Please continue.

## Part 3 About other people who live with you (continued)

	First person	Second person	Third person
Do they pay money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they have a severe learning disability, mental illness or a form of dementia?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', when are they expected to come out?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', when did they go in?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
If 'Yes', when are they expected to come out?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Do they work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', tell us their earnings before deductions for things like tax and National Insurance.	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Do they have any other income at all? (This includes interest from savings, self-employed income and earnings from other jobs.)	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', tell us their other income before deductions for things like tax and National Insurance.	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

**Proof – We need to see original documents as proof of the income of other adults who live with you. If they are working, we must see their five most recent weekly payslips or two monthly salary slips.**

**If they have other income such as pensions, benefits, allowances or tax credits, we need to see proof, such as a letter from Jobcentre Plus, HM Revenue and Customs or the Department for Work and Pensions. We may contact these other government departments to confirm their income. If they have savings and investments, we need to see the proof, such as their last two bank and building society statements, and post office savings books.**

## Part 4 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?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you start getting it? <div>/ /</div>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they start getting it? <div>/ /</div>
Are you or your partner waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you claim? <div>/ /</div>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they claim? <div>/ /</div>

**Proof – We need to see proof of Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance, such as a letter from the Department for Work and Pensions or Jobcentre Plus.**

Go to Part 5.

## Part 5 About being self-employed

Are you or your partner self-employed?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If 'No', go to Part 6. If 'Yes', answer the rest of the questions in <b>Part 5</b> .
What kind of work do you do?	<div>You</div> <div></div>	<div>Your partner</div> <div></div>
When did the business start?	<div>/ /</div>	<div>/ /</div>
When is the business address?	<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>
How many hours a week do you work?	<div></div>	<div></div>
Do you get the New Enterprise Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', how much do you get and how often?	£ <div></div> Every <div></div>	£ <div></div> Every <div></div>
Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', how much do you get and how often?	£ <div></div> Every <div></div>	£ <div></div> Every <div></div>

**Proof – We need to see your latest trading accounts for the last financial year. If you have only recently set up in business and do not have a full year's accounts, please ask for our self-employed income form or download and print it from [www.merton.gov.uk/benefits/benefitsforms](http://www.merton.gov.uk/benefits/benefitsforms)**

Go to Part 6.

## Part 6 About working for an employer

Do you or your partner work for an employer?

No

☐

Yes

☐

Go to Part 7.

Answer the questions on this page. If you work for more than one employer, tell us about all the employers on another piece of paper and send it with this form.

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

What kind of work do you do?

(If this is work that Jobcentre Plus have allowed (permitted work), tell us here.)

You

Your partner

What is your employer's name and address?


Postcode


Postcode

What is your employer's phone number?



When did you start this job?

 /  / 
 /  / 

Are you employed for a limited period?

No

☐

Yes

☐

No

☐

Yes

☐

If 'Yes', when will you finish?

 /  / 
 /  / 

How often do you get paid?

Every

Every

How much do you get paid (include overtime and tips)?

£

£

When was your last pay rise?

 /  / 
 /  / 

How many hours a week do you work?



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

No

☐

Yes

☐

No

☐

Yes

☐

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

No

☐

Yes

☐

No

☐

Yes

☐

Do you pay into a private or company pension scheme?

No

☐

Yes

☐

No

☐

Yes

☐

If 'Yes', how much?

£

£

If 'Yes', how often?

Every

Every

**Proof – We need to see proof of any earnings. If you or your partner are paid every week, we must see your five most recent payslips. If you or your partner are paid every two weeks, we must see your three most recent payslips. If you or your partner get paid every month, we must see your two most recent payslips. If you have just started a new job, ask for our certificate of earnings form, or to download and print it, visit [www.merton.gov.uk/hb-ctb](http://www.merton.gov.uk/hb-ctb) and click on forms.**



## Part 7 About any other work

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

No

☐

Go to Part 8.

Yes

☐

Answer the questions on this page.

What kind of work do you do?

(If this is work that Jobcentre Plus have allowed (permitted work), tell us here.)

You

Your partner

☐

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

Postcode

Postcode

When did you start this work

Do you get paid?

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

No

☐

Yes

☐

No

☐

Yes

☐

If 'Yes', how much?

£

£

If 'Yes', how often?

Every

Every

We need to see proof of any earnings before we can decide how much benefit you can get.  
Read proof in Part 6 to see what we will accept as proof.

Go to Part 8.

## Part 8 About being a student

Are you or your partner a student?

You

No

☐

Go to Part 9.

Yes

☐

Answer the questions below.

Your partner

No

☐

Go to Part 9.

Yes

☐

Answer the questions below.

Is the course full-time or part-time?

(Full-time is more than 16 guided learning hours a week.)

Full-time

☐

Part-time

☐

Full-time

☐

Part-time

☐

How much is your student loan, grant or bursary for the academic year?

£

£

Please tell us the term start and end dates for this academic year

Start

Finish

Start

Finish

Which year of the course are you attending now?  
for example, first, second or final

When does the whole course start and finish?

Start

Finish

Start

Finish

Proof – We need to see proof of your loan, grant or bursary income. We will accept a loan, grant or bursary award notice, or financial statement.

Go to Part 9.

# Part 9 About pensions, allowances, benefits and tax credits

Are you or your partner getting or waiting to hear about any pensions, allowances, benefits or tax credits?

No ☐ Go to Part 10.  
Yes ☐ Tell us about them below.

Read the list below and tick 'No' if you do not receive the income or have not applied for it. Tick 'Yes' if you do receive the income or have applied for it.

Pensions, allowances, benefits and tax credits	You				Your partner			
	No	Yes	If 'Yes', give the amount.	How often is it paid?	No	Yes	If 'Yes', give the amount.	How often is it paid?
	(Tick either box.)				(Tick either box.)			
• Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• State Pension	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Work or private pension	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Widow's Pension	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• War Widow's or Widower's Pension	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• War Disablement Pension	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Widowed Mother's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Disability Living Allowance care component	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Disability Living Allowance mobility component	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Severe Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Contribution-based Jobseeker's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Contribution-based Employment and Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Personal Independence Payment for Daily Living	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Personal Independence Payment for Mobility	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Industrial Injuries Benefit	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
• Other <input type="text" value="please give details"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>

**Proof – We need to see proof of pensions, benefits, allowances or tax credits. We can accept letters from The Pension Service, Jobcentre Plus, the Department for Work and Pensions or HM Revenue and Customs.**

## Part 10 About other money coming in

Do you or your partner, or any children you are claiming for, have any money coming in that you have not already told us about on this form?

No ☐ Go to Part 11.  
Yes ☐ Tell us about them below.

This includes maintenance or child support for you, your partner or any of the children you have told us about on this form, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

Use a separate sheet and attach it to the form if you need to tell us about more than two other incomes you have coming in.

If you are doing this, please tick this box. ☐

	Other money 1	Other money 2
What is the money for?	<input type="text"/>	<input type="text"/>
Who gets it?	<input type="text"/>	<input type="text"/>
How much do they get?	£ <input type="text"/>	£ <input type="text"/>
How often?	Every <input type="text"/>	Every <input type="text"/>

Go to Part 11.

## Part 11 About outgoings for your children

Do you or your partner pay outgoings towards a grant to support a child in higher education?

No ☐ Yes ☐

If 'Yes', how much do you or your partner pay?

£  How often?

Do you or your partner pay a registered childminder to look after your child (or children) who is under 12, or a registered playscheme or a registered foster carer, care worker or nurse to look after your child (or children) up to the age of 15?

No ☐ Go to Part 12.  
Yes ☐

Is the childminder related to your child and providing childcare in their home?

No ☐  
Yes ☐

If 'Yes', give the child's name.

If 'Yes', how much do you pay?

£

£

How often?

Every

Every

If 'Yes', please fill in the certificate of childcare costs at the end of the claim form.

**Proof – We need to see proof of any outgoings before we can decide how much benefit you can get, such as a grant assessment letter from the local education authority, a letter from your childminder or playscheme leader, or a letter from HM Revenue and Customs, if you get the childcare part of Working Tax Credit.**

Go to Part 12.

## Part 12 About current, deposit or savings accounts, investments and capital

Do you or your partner have any current, deposit or savings accounts, investments or capital (including bank and building society accounts)?

No ☐

Go to Part 13.

Yes ☐

Answer all the questions in this part.

This includes accounts with small balances and overdrawn accounts, post office accounts, TESSAs, PEPs and ISA accounts, Premium Bonds, National Savings Certificates, stocks, shares and unit trusts.

Do you or your partner have any bank accounts?

No ☐

Yes ☐

Tell us how many **bank accounts** you have.

If you cannot list all the accounts or investments in this part, please attach a separate sheet of paper and tick this box. ☐

Details of the first account

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Details of the second account

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any building society accounts?

No ☐

Tell us how many **building society accounts** you have.

Yes ☐

Details of the first account

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Details of the second account

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Details of the third account

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

**Proof – We will accept two original recent full bank and building society statements or passbooks showing all transactions.**

## Part 12 About current, deposit or savings accounts, investments and capital (continued)

Do you or your partner have any post office accounts?

No

☐

Yes

☐

Tell us about **post office accounts**.

Details of the account

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any Premium Bonds?

No

☐

Value

Yes

☐

£

Do you or your partner have any National Savings Certificates?

No

☐

Yes

☐

Issue numbers

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

Value

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

How many?

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

Do you or your partner have any stocks, shares, bonds or unit trusts?

No

☐

Yes

☐

Company names

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

How many?

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

Do you or your partner have any other capital, savings or investments? Tell us about any TESSAs, PEPs and ISAs here.

No

☐

Tell us about this.

Yes

☐


Do you or your partner own or partly own any land or property, other than the home you live in, anywhere in, the world?

No

☐

What is the address?

**We will also write to you about this.**

Yes

☐

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

**Proof – We need to see post office account books, passbooks, Premium Bonds, National Savings Certificates and dividend statements for bonds, unit trusts and stocks and shares.**

Go to Part 13.

## Part 13 About living away from your normal home

Are you living away from home at the moment?

No

☐

Go to Part 14.

Yes

☐

Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

Tell us the address of where you are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

Go to Part 14.

## Part 14 How you will be paid

Are you only claiming Council Tax Support?

(That is, you are not a tenant.)

☐☐

Go to Part 20

☐☐

Fill in this part.

If you are a private tenant renting from a registered housing association, charity or hostel, you can choose to have your Housing Benefit paid direct to you or your landlord. We recommend you choose option 1 or 2 and tell us the account details below. Then **go to Part 15**.

If you are renting from a private landlord we will normally pay you, not your landlord. Please tick option 1 and tell us your bank or building society details below. **If you think you would have difficulties managing your Housing Benefit and paying your rent, you must tell us in Part 15.**

**Option 1 – I want my benefit to go straight into my bank or building society account.**

☐

Tell us the account details below.

**Option 2 – I want my benefit to go straight into my landlord's or agent's bank or building society account.**

☐

Tell us the account details below.

Name of bank or building society

Address

Postcode

Whose name is the account in?

Account number

Sort code

**Option 3 – I want advice on opening a basic bank account. Please pay me by cheque to begin with.**

☐

## Part 15 Direct payments to your landlord

If you rent from a private landlord and you want us to consider paying your Housing Benefit to them, or their agent, you or your representative must fill in this part of the form.

You must answer all the questions and give us as much information and as many supporting documents as possible. We will use all of this to make a decision about whether we pay you, your landlord or your landlord's agent.

**I would like you to consider paying my landlord or their agent because this would help me secure or renew my tenancy.**

Yes

☐

No

☐

(Proof - We will need to see evidence that your landlord has set or reduced the rent to the same or below the level of the Local Housing Allowance that applies to you.)

**Please tell us if any of the following would cause you difficulties with paying your rent:**

**Mental-health problems**

Yes

☐

No

☐

**Physical disabilities**

Yes

☐

No

☐

**Learning disabilities**

Yes

☐

No

☐

**Other medical conditions**

Yes

☐

No

☐

**Addictions**

(for example, alcoholism, gambling or substance abuse)

Yes

☐

No

☐

**Someone else helps to manage my finances**

Yes

☐

No

☐

**Difficulties speaking or reading English**

Yes

☐

No

☐

**I have severe debt problems** (for example, a county court judgement made against you)

Yes

☐

No

☐

**I am bankrupt**

Yes

☐

No

☐

**Deductions are made from my benefits to cover rent arrears**

Yes

☐

No

☐

If you answered 'Yes' to any of the above, or there is any other reason, give us details below. Tell us if the difficulties are temporary and, if so, when they may end, or whether you may overcome these difficulties if you had support with advice and guidance.

If you need more space to write, attach a separate sheet of paper and tick this box.

☐

**Please tell us your landlord's or their agent's bank or building society account details below.**

**Name of bank or building society**

**Address**

Postcode

**Whose name is the account in?**

**Account number**

**Sort code**

**Proof – We need to see letters from a social worker, doctor, mental-health support worker, probation officer, court, friend, relative, housing officer, citizens advice bureau, charity or voluntary organisation.**

## Part 16 About rent

Are you charged rent for your home?

No

☐

Go to Part 20.

Yes

☐

Answer the next question.

Are you living in temporary accommodation which Merton Council have arranged?

No

☐

Answer the questions below.

Yes

☐

Answer the questions below.

When did you start renting your home?

When did you move to this address?

If you have not moved in yet, when do you expect to move in?

We will write to you about this.

What sort of tenancy do you have?

For example, shorthold, assured or something else?

How long is the tenancy for?

to

Is the property let as furnished?

Yes

☐

If 'Yes', tick one of these boxes.

Fully furnished

☐

Partly furnished

☐

Minimally furnished

☐

No

☐

This means it is not furnished.

How much rent are you charged?

£

every

(week/fortnight/4 weeks/month)

Does anyone else share the rent with you and your partner? By this, we mean joint tenants.

(You will find this on your tenancy agreement.)

No

☐

Yes

☐

Tell us their names. (Also list other adults or children.)

If you have a tenancy or rent reference number, tell us it here.

Has your rent changed in the last 12 months?

No

☐

Yes

☐

If 'Yes', from what date? Send us proof of the date it changed.

When is the next rent increase due?

Do you part rent your home under a shared ownership scheme?

No

☐

Yes

☐

Has your rent been registered as a fair rent by the rent officer?

No

☐

Yes

☐

Do you have any weeks when you do not have to pay rent?

(Merton Priory Homes tenants tick 'Yes'.)

No

☐

Yes

☐

If 'Yes', which weeks?



## Part 16 About rent (continued)

Does your home have central heating?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Does your home have a garden?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Does your home have a parking space?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Does your home have a garage?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
If 'Yes', do you have to rent the garage as part of your tenancy agreement?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Who is responsible for decorating?		<input type="checkbox"/>		<input type="checkbox"/> Don't know <input type="checkbox"/>

### Does your rent include money for any of the following?

Meals	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
					If 'Yes', which meals are included (breakfast, lunch, dinner or evening)?	<input type="text"/>
Charge for shared (communal) facilities	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Council Tax	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Water charges	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Lighting accommodation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Hot water	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Gas or electricity for cooking	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Heating	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
General counselling and support	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
An alarm system	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Cleaning your room or windows because you cannot do it yourself	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Other services (tell us what below)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>

**Proof – We must see proof of your rent and tenancy before we can decide how much benefit you can get. This can be a recently signed tenancy agreement which is still valid, or a letter signed by your landlord, that gives their full name and business address, the amount of rent charged, how often you pay the rent and what services are included, if any. If you pay rent to an agent of the landlord, the letter must also give the full name of the agent and their business address.**

## Part 16 About rent (continued)

### What is your landlord's name and address?

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

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

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

### 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.

Go to Part 19.

It is very important to give your landlord's full name and address, and the same for an agent.

Postcode

Postcode

No ☐

Yes ☐

What is the relationship?

--

## Part 17 About where you live

Bedsit	<input type="checkbox"/>
Flat in a block	<input type="checkbox"/>
Hostel	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>
Other	<input type="checkbox"/>

Board and lodge	<input type="checkbox"/>
Flat in a house	<input type="checkbox"/>
Detached house	<input type="checkbox"/>
Room or rooms	<input type="checkbox"/>

Bungalow	<input type="checkbox"/>
Flat above a shop	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>
Studio flat	<input type="checkbox"/>

If you ticked 'Other', tell us what sort of building it is in this box.

--

Is there more than one floor? No ☐ Yes ☐

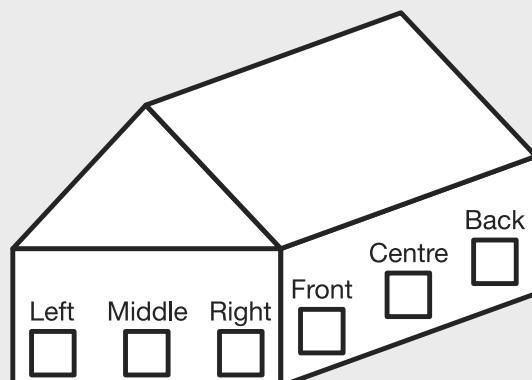
How many floors are there?

Which floors do you live on? All ☐ Basement ☐ Ground ☐ First ☐ Second ☐ Third ☐

If you live above the third floor, tell us on which floor.

If you are renting a room or a bedsit in a property, show us where it is.

Facing your property from the road, is your own room on the left, in the middle or on the right of the building? Please mark your room with a tick ✓.



Is your own room at the front, centre or at the back of the building? Please mark your room with a tick ✓.

Go to page 18.

## Part 17 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

Separate toilets

Kitchens

Other rooms  
(Say which types of rooms)




**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 ☐

If 'Yes', what is the address?


If you pay rent, how much do you pay for it?

£

How often?

**Go to Part 18.**

## Part 18 Sharing information with your landlord or their agent

Sometimes, sharing information with your landlord helps us to deal with your claim more 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 council tenant or if you are a private tenant and have asked us to pay Housing Benefit directly to your landlord or their agent.

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 or their agent:

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

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

**We will not give your landlord or their agent any information about:**

- your personal circumstances; or
- your financial circumstances.

If you do not give us permission to discuss your claim with your landlord, or their agent, it will not affect your claim. If you give us permission but then change your mind, we will follow your wishes. Just write to us to confirm you now give your permission.

**Do you give Merton Benefits Service and Merton Link permission to share information about the progress of your Housing Benefit claim with your landlord or their agent?**

Yes ☐ No ☐

**Your signature:**

**Date**

 /  / 

**Go to Part 19.**

Part 19 Additional bedrooms information

	You			Your partner				
Are you receiving the severe disability premium in your Income Support or Jobseeker's Allowance?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are you under 22 years old and have recently left care?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you have an overnight carer or team of carers?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you have a severely disabled child who must have a separate bedroom?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>				
Are you aged between 25 and 34 and an ex offender subject to Multi Agency Public Protection Arrangements?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are you aged between 25 and 34 and have been living in homeless hostels for three months or more and have been supported to recover and resettlement due to alcohol, substance abuse or mental health problems?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

**Proof – We need to see letters from the Department for Work and Pensions, the Jobcentre Plus, a support worker, social worker, doctor or health professional.**

Go to Part 20.

Part 20 Backdating

We 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 good reason for not claiming earlier. We cannot consider backdating for any period earlier than 26 weeks before your request. Tell us when you want benefit from and why you did not claim earlier. If you return this form more than one month after the date we issued it, your benefit will start from the Monday after the day we receive it.

**Please provide proof of your income and capital for the period below.**

Period you want backdated benefit for	From	/	/	To	/	/
---------------------------------------	------	---	---	----	---	---

**Tell us why you did not claim during the period above. If you need more space, use a separate sheet of and attach it to this form.**

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

## Part 21 Anything you need to tell us

Use this box to tell us anything else you think we should know about. If you need more space, use a separate sheet and attach it to this form.

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

☐

Go to Part 22.

## Part 22 Checklist

Please tell us what proof you are sending with this form by ticking the boxes that apply under the column 'Given with the form' or 'Will provide later' below. We must see original documents, not copies.

**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, and for any other adults living in your home.**

Please do not send valuable items through the post. If you can, bring them into Merton Link. We will copy the details we need and give you the documents back straight away.

### Proof of identity

Such as a birth certificate, marriage certificate, National Insurance number card, passport, national identity card, medical card, driving licence, UK residence permit, EEC identity card, notice that you have been released from prison or recent gas or electricity bill. We need to see at least two of these documents for you and your partner.

Give with  
the form

☐

Will provide  
later

☐

### Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from the Department for Work and Pensions, Jobcentre Plus, The Pension Service or HM Revenue and Customs.

☐☐

### Proof of accounts, investments and capital

Such as all your bank, building society or post office books, or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. For any adults who live with you, listed in Part 3, we need to see proof of any interest on savings.

☐☐

### Proof of earnings

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. 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, ask for our self-employed income form to give us an estimate of your income and spending so far. You can download and print an earned income certificate or self-employed earnings form from [www.merton.gov.uk/hb-ctb/benefitforms](http://www.merton.gov.uk/hb-ctb/benefitforms).

☐☐

### Proof of other income

Such as pension slips from a past employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings. We do not mean housekeeping.

☐☐

### Proof of benefits, allowances or pensions

Such as letters from Jobcentre Plus, the Department for Work and Pensions or The Pension Service, confirming how much you get. If you do not have proof, let us know straight away.

☐☐

### Proof of private rent and tenancy

Such as a recently signed tenancy agreement which is still valid or a letter signed by your landlord that gives their full name and business address, the amount of rent charged, how often you pay the rent and what services are included, if any. If you pay rent to your landlord's agent, the letter must give the full name of the agent and their business address.

☐☐

### Proof of other money paid out

Such as letters about student grants, receipts from registered childcarers or the certificate at the end of this form.

☐☐

Go to Part 23.

## Part 23 Declaration

Even if someone else has filled in this form for you, you must sign this declaration. If you have a partner, they should sign this declaration as well. Please read this declaration carefully before you sign and date it.

**I understand the following.**

- All the information given on this form is correct and complete.
- 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 Support, or both. You may check some of the information with other sources within the council, the Valuation Office Agency, Experian or Equifax (credit reference agencies), other councils and other organisations as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for state benefits, allowances or tax credits that I have made or may make. You may give some information to other government organisations, other council departments and private-sector companies such as banks and organisations that lend me money, if the law allows this.

**I know** I must let Merton Benefits Service know straight away in writing, 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.**

Your signature:

Your partner's signature:

Date:

**Go to Part 24.**

## Part 24 If someone else has filled the form in for you

**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 and complete.

**Name of the person who filled in the form**

**Relationship to the person claiming**

**Signature of the person**

Date

## Data Protection

We will store and use your personal information in line with the Data Protection Act 1998. We must protect the public funds we handle and we may use the information you have provided to prevent and detect fraud. Our fraud investigations can include checking whether you have an undeclared partner living with you. We may also share this information, for the same purpose, with other organisations responsible for managing or handling public funds.

For more information, go to [www.merton.gov.uk/nfi-fdp](http://www.merton.gov.uk/nfi-fdp) or contact the Data Protection Officer — email: [data.protection@merton.gov.uk](mailto:data.protection@merton.gov.uk), phone: 020 8545 4182. You can get more information from [www.ico.gov.uk](http://www.ico.gov.uk)

## Changes you must tell us about

When you claim Housing Benefit or Council Tax Support, there are changes you must tell us about straight away in writing. Do not rely on anyone else to tell us about changes on your behalf, unless we have agreed to deal with that person on your behalf. The changes we need to be told about are listed on the back of the form on page 24.

## Certificate of childcare costs

If you pay someone to look after your children, please answer the questions below and ask your childminder or playscheme leader to sign the certificate below. Do not delay returning your application form if you cannot get this certificate filled in straight away. Please send it in within one month of sending us your application form.

Your name

Your address and postcode

Name of the child or children being cared for

Name and address of the childminder, care worker, foster carer, nurse, playscheme or homecare providers scheme

Is your childminder registered with the Office for Standards in Education (OFSTED)?

Yes ☐

If 'Yes', what is the registration number?

No ☐

We need to know how much you are paying your childminder, playscheme or homecare providers scheme. We also need to know if you pay different amounts at different times (for example, during school holidays). Please say how much you pay and for how many weeks a year.

Total childcare costs £  a week for  weeks  
a year from  to

Total childcare costs £  a week for  weeks  
a year from  to

Your signature

Date  /  /

Your childminder's or playleader's signature

Date  /  /

Return to Merton Benefits Service, Civic Centre, PO Box 610, London Road, Morden SM4 5ZT.

## Single-person discount claim

If you are the only adult person living in the property, you may be entitled to a discount of 25% off your Council Tax bill.

I want to claim a single-person discount.

☐

(Tick this box.)

I became the only adult living in the property on ..... (date).

Your name

Your address and postcode

Your Council Tax account number

Your signature

Date  /  /

Return to Merton Benefits Service, Civic Centre, PO Box 610, London Road, Morden SM4 5ZT.

## Merton Benefits Service ethnic monitoring survey

Ethnic origin (please tick)

White <input type="checkbox"/>	White Irish <input type="checkbox"/>	White other <input type="checkbox"/>	Mixed race <input type="checkbox"/>	British Asian <input type="checkbox"/>	Black British <input type="checkbox"/>	Black other <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Tamil <input type="checkbox"/>	Asian other <input type="checkbox"/>	Black African <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>

If 'Other', please say what .....

What is your first or main language?

What is your postcode?

You do not need to fill in this part if you do not want to. It will not affect the processing of your claim but it may help us to improve our service if you do fill it in. Any information you give in this part will be recorded separately from the details about your claim. **Thank you for your help.**

# Changes you must tell us about

Tear out this section and keep it in a safe place so that you have a reminder of which changes you must tell us about. If you have filled in the Certificate of childcare costs on the back of this sheet, photocopy this section instead.

Tell us straight away and no later than one month after 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 changes;
- your savings or investments change by more than £200;
- 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;
- anything you have told us about on this form changes in the future; or
- you get married, form a civil partnership or start living with someone as if you were married or civil partners.

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 and then have to pay it back.

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 circumstances that affects your Housing Benefit or Council Tax Support. We may take court action against you and if we pay you too much benefit, you may have to pay it back.

## Request for document translation

Housing Benefit and Council Tax  
Support claim form

If you need any part of this document explained in your language, please tick box and contact us either by writing or by phone using our contact details below.

### Your contact:

Name.....

Address.....

Phone.....

Merton Benefits Service  
London Borough of Merton  
Civic Centre  
PO Box 610  
Morden  
SM4 5ZT

- ☐ Albanian Nëse ju nevojitet ndonjë pjesë e këtij dokumenti e shpjeguar në gjuhën amtare ju lutemi shenoheni kutinë dhe na kontaktoni duke na shkruar ose telefononi duke përdorur detajet e mëposhtme.
- ☐ Bengali এই তথ্যের কোনো অংশ আপনার নিজ ভাষায় বুঝতে চাইলে, দয়া করে বাস্তবতে (বক্সে) টিক চিহ্ন দিন এবং চিঠি লিখে বা ফোন করে আমাদের সাথে যোগাযোগ করুন। নিচে যোগাযোগের বিবরণ দেওয়া হয়েছে।
- ☐ French Si vous avez besoin que l'on vous explique une partie de ce document dans votre langue, cochez la case et contactez-nous par courrier ou par téléphone à nos coordonnées figurant ci-dessous.
- ☐ Korean 만일 본 서류의 어떤 부분이라도 귀하의 모국어로 설명된 것이 필요하다면, 상자속에 표시를하고 우리에게 전화나 서신으로 연락하십시오.
- ☐ Polish Aby otrzymać część tego dokumentu w polskiej wersji językowej proszę zaznaczyć kwadrat i skontaktować się z nami drogą pisemną lub telefoniczną pod poniżej podanym adresem lub numerem telefonu.
- ☐ Portuguese Caso você necessite qualquer parte deste documento explicada em seu idioma, favor assinalar a quadrícula respectiva e contatar-nos por escrito ou por telefone usando as informações para contato aqui fornecidas.
- ☐ Somali Haddii aad u baahan tahay in qayb dukumeentigan ka mid ah laguugu sharxo luqaddaada, fadlan sax ku calaamadee sanduuqa oo nagula soo xiriiir warqad ama telefoon adigoo isticmaalaya macluumaadka halkaan hoose ku yaalla.
- ☐ Spanish Si desea que alguna parte de este documento se traduzca en su idioma, le rogamos marque la casilla correspondiente y que nos contacte bien por escrito o telefónicamente utilizando nuestra información de contacto que encontrará más abajo.
- ☐ Tamil இந்தப் பத்திரத்தின் எந்தப் பகுதியும் உங்களின் மொழியில் விளக்கப்படுவது உங்களுக்கு வேண்டுமானால், தயவுசெய்து பெட்டியில் அமைப்பாளர், கீழுள்ள எங்களின் விபரங்களைப் பயன்படுத்தி எழுத்துமூலமாக அல்லது தொலைபேசி மூலமாக எங்களைத் தொடர்பு கொள்ளவும்.
- ☐ Urdu اگر آپ اس دستاویز کے کسی حصے کا ترجمہ اپنی زبان میں حاصل کرنا چاہتے ہیں تو دیئے گئے باکس میں صحیح نشان لگائیے اور ہمارے درج ذیل رابطے پر یا تو ٹیلیفون کے ذریعے یا پھر تحریری طور پر رابطہ کریں۔

☐ Large print

☐ Braille

☐ Audiotape