

Your reclaim for Housing Benefit and Council Tax Benefit

For office use only

Date form was requested

/

/

Date form was issued

/

/

Date received at:

DWP office date stamp

Initials

Local authority office date stamp

Initials

	You	Your partner
Surname or family name	<div></div>	<div></div>
Other names	<div></div>	<div></div>
National Insurance (NI) number	<div>Letters<div></div><div></div></div> <div>Numbers<div></div><div></div><div></div><div></div></div> <div>Letter<div></div></div>	<div>Letters<div></div><div></div></div> <div>Numbers<div></div><div></div><div></div><div></div></div> <div>Letter<div></div></div>
Address	<div></div> <div></div> <div></div> <div>Postcode<div></div><div></div></div>	<div></div> <div></div> <div></div> <div>Postcode<div></div><div></div></div>
What date did you move to this address?	<div>/</div> <div>/</div>	<div>/</div> <div>/</div>
Daytime phone number	<div>Code<div></div></div> <div>Number<div></div><div></div></div>	<div>Code<div></div></div> <div>Number<div></div><div></div></div>
Which benefit or benefits do you want to claim?	<div>Council Tax Benefit</div> <div><input type="checkbox"/></div> <div>Housing Benefit</div> <div><input type="checkbox"/></div>	<div>How much is your rent?</div> <div>£<div></div></div> <div>every</div> <div></div>
Please tick which of these you are also claiming	<div>Contribution-based Jobseeker's Allowance</div> <div><input type="checkbox"/></div> <div>Income-based Jobseeker's Allowance</div> <div><input type="checkbox"/></div>	<div>Income Support</div> <div><input type="checkbox"/></div> <div>Employment and Support Allowance</div> <div><input type="checkbox"/></div> <div>Incapacity Benefit</div> <div><input type="checkbox"/></div>
Have you claimed Housing Benefit or Council Tax Benefit before?	<div>No</div> <div><input type="checkbox"/></div> <div>You will need to make a full claim to Housing Benefit and Council Tax Benefit, please ask for form HCTB1.</div> <div>Yes</div> <div><input type="checkbox"/></div> <div>Tell us your claim reference number, if you know it</div> <div><div></div></div>	
When was your Housing Benefit and Council Tax Benefit paid up to?	<div>/</div> <div>/</div>	
Has there been a change in the circumstances of yourself or anyone you are claiming for since that date? For example, if a child has been born or an older child has left college.	<div>No</div> <div><input type="checkbox"/></div> <div>Yes</div> <div><input type="checkbox"/></div> <div>Please tell us about it.</div> <div><div></div></div>	
		<div>If you need more space, use another sheet of paper. If you use another sheet, tick this box</div> <div><input type="checkbox"/></div>

Does anyone else normally live with you and your partner, if you have one?

Do not count children under 16 or children you get Child Benefit for.

No ☐ Go to **Your declaration**.

Yes ☐ Please tell us about these people below.

If you need to tell us about more than 5 people, please use a separate sheet of paper.

If you use a separate sheet of paper, please tick this box ☐

	Surname	Other names	Date of birth
Person 1	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 4	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 5	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Have the circumstances of these people changed since the date your Housing Benefit or Council Tax Benefit was paid up to?

No ☐ Go to **Your declaration**.

Yes ☐ Please tell us about these people below.

## Your declaration

Please read this declaration carefully before you sign and date it.

- **I understand** that this claim is made to you, my local council.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that 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.

- **I understand** that 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** that I must let you know in writing straight away about any change in my circumstances which might affect my claim.

**This is my claim for Housing Benefit or Council Tax Benefit or both.**

**Your signature**

**Date**

 /  / 

## What to do now

Send this form to us straight away. You can find our address in the phone book under **Council**.